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**CFETP 3S0X1**  
**Parts I - II**  
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**AFSC 3S0X1**

**PERSONNEL ENLISTED**



**CAREER FIELD**  
**EDUCATION AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
PERSONNEL SPECIALTY  
AFSC 3S0X1**

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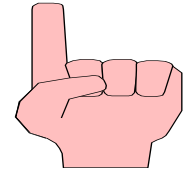
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**PERSONNEL SPECIALTY  
AFSC 3S0X1  
CAREER FIELD EDUCATION AND TRAINING PLAN**

## **Part I**



### ***PREFACE***

**1.** This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions will use Part II to support duty position qualification training.

**2.** The CFETP consists of two (2) parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

**2.1.** Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); and Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

**2.2** Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course/core task and correspondence course requirements; Section B contains the course objective list/training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is Qualification Training Packages (QTPs) which may be developed to support proficiency training. The links to these packages are found at the career field manager's webpage. The address is <https://www.afpc.randolph.af.mil/pcfm/>; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; and Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

**3.** Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## **ABBREVIATIONS/TERMS EXPLAINED**

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an AFS.

**Air Force Career Field Manager (AFCFM).** The individual charged the responsibility for overseeing all training and career field management aspects of an Air Force Specialty.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Force Specialty.** A group of positions requiring common qualification. Each AFS has a title and a code.

**Oracle Training Administration (OTA).** A HQ AFPC/DPPAT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

**Area Support.** Field training that a designated field training detachment (FTD) provides to a unit not receiving support from an on-site field training detachment. The designated FTD supports more than one US Air Force installation under this arrangement.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multi-purpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Certification.** A formal indication of an individual's ability to perform a task to required standards.

**Certification Official.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Contract Training.** Type I training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors, operators, and so on, that the Air Force requires for new or modified weapon systems.

**\*Core Task.** A task Air Force career field managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty or duty position. These tasks exemplify the essence of the career field - the foundation.

**Course Training Standard (CTS).** A training standard that identifies the training that members will receive in a specific course.

**Course Objective List (COL).** A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/5-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Cross Utilization Training (CUT).** Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

**Distributed Training.** Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

**Enlisted Specialty Training.** A mix of formal training (technical school and CDCs) and informal training (on-the-job) to qualify and upgrade airmen in each skill-level of a specialty.

**En Route (PCS-Associated) Training.** The training of students undergoing a permanent change of station (PCS) while in temporary duty (TDY) status.

**Exportable Course.** Instructional packets that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

**Field Training.** Technical, operator, and other training that either an FTD or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**Field Training Detachment (FTD).** An AETC detachment that provides maintenance-oriented technical training at an operational location on specific systems and their aerospace ground equipment. An FTD aims to:

- Qualify personnel on new equipment or in new techniques and procedures.
- Maintain proficiency and to increase skill and knowledge.
- Acquaint personnel with specific systems.
- Keep personnel aware of changing concepts and requirements.

**Go/No Go.** In OJT, the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

**Initial Skills Training.** A formal resident course which results in award of the entry level.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and essentials for successful job performance.

**Internal Evaluation.** Collection of data from within the training environment.

**MAJCOM Functional Managers (MFMs).** Individuals charged with the responsibility for overseeing training and career field management activities within their respective Major Air Command. These individuals assist the AFCFM in important decisions regarding the associated career field and provide important input at Utilization and Training Workshops (U&TWs).

**Military Personnel Flight (MPF).** A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing military personnel services.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey on tasks performed with a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an airman in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify or aid qualification in a duty position or program or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Position Qualification Training.** Training designed to qualify an airman in a specific position which occurs after upgrade training.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Satellite Personnel Activity (SPA).** An extension organization of a Military Personnel Flight, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communication security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show which of the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard.** A exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Certifier.** See Certification Official.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Trainer.** A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach airmen specified tasks.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based upon the availability of resources.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW; however, TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Session.** Training that trainers conduct based on technical data for a maintenance task that existing courses can't support.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

**Upgrade Training (UGT).** Mandatory training which leads to the attainment of higher levels of proficiency.

**Unit Personnel Record Group (UPRG).** A hardcopy file of important personnel documents relevant to an Air Force member at base-level, usually created and stored at a Military Personnel Flight.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.



## **Section A - General Information**

**1. Purpose of the CFETP.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes. Some are:

- 1.1.. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate points in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints which impact full implementation of the desired career field training program.

**2. Use of the CFETP.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

- 2.1. AETC training personnel will develop/revise formal resident and non-resident, field and exportable training based on requirements established by users and documented in Part II of the CFETP. They will also work with the AFCFM to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2 MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFS must be identified for inclusion in this plan.
- 2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval of the CFETP.** The AFCFM is the approval authority. At his/her direction, MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for Personnel will initiate an annual review of this document and along with the AFCFM, ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***Section B - Career Progression And Information***

### **4. Specialty Descriptions.**

**4.1. Specialty Summary.** Manages military personnel activities and programs. Activities include personnel system management (PSM), classification, assignment, promotion, personal affairs, reenlistment, separation, records, and reports. Programs include career advisory, proficiency pay, selective reenlistment bonus, personnel reliability, and personnel quality control. Related DOD Occupational Subgroup: 500.

### **4.2. Duties and Responsibilities.**

**4.2.1. Personnel Superintendent/Chief Enlisted Manager (CEM).** Plans, organizes and directs military personnel activities and personnel data system (PDS) management. Determines facility, equipment, security, and supply requirements for personnel and PSM activities. Develops manning requirements and allocates personnel to authorized positions. Coordinates personnel actions, plans, and PDS activities with other agencies such as medical, chaplain, information processing, legal, budget, material, and operations. Ensures integration of personnel and PDS programs. Maintains liaison with users. Promotes customer satisfaction. Oversees PSM activities responsible for analysis, design, programming, computer operations, personnel system security, and equipment management. Establishes priorities and monitors status of personnel and PDS programs and functions.

Evaluates military personnel and PSM functions and activities. Reviews and inspects PSM operations for compliance with policies, directives, and procedures. Monitors implementation and application of personnel programs and procedures. Ensures timeliness, propriety, and accuracy of transaction. Analyzes statistical data and reports to determine effectiveness and efficiency of PDS actions. Identifies adverse trends that will impact individual personnel records or effectiveness of personnel programs. Initiates corrective actions, and develop or revises procedures to improve effectiveness and eliminate deficiencies. Monitors PDS equipment use, scheduling, processing, and maintenance.

Manages personnel and PSM function. Resolves complex issues involving personnel programs, interpretation of policies and procedures, and application of PDS and its products. Provides counseling on personnel programs and helps users define PDS requirements. Monitors personnel data coding, flow and display. Oversees personnel database design to enhance information collection and retrieval. Monitors operational test and evaluation efforts to determine errors in logic or information flow. Studies functions such as interviewing and counseling methods, personnel use, and unit staffing.

**4.2.2. Personnel Craftsman/Journeyman/Apprentice.** Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separation, retirements, personal affairs, retention, classification, training and retraining, and career progression. Provides information and guidance for career decisions. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, including immunization, master personnel, and command and field personnel records. Reviews and processes evaluation reports

Performs personnel actions. Updates computerized personnel data. Conducts in and out-processing. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transaction. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Prepares and maintains Air Force Aid Society records and reports. Prepares DOD Form 93, Record of Emergency Data. Maintain files of correspondence, directives, instruction, and other publications.

Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans affairs, social security, government and commercial life insurance, and other benefits.

Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individual on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

Performs Commander's Support Staff functions. Prepares and processes administrative support actions relating unit programs such as military sponsor, weight control, squadron information, and enlisted and officer professional military education. Processes dental, immunization, and physical rosters. Manages unit leave control program. Maintains duty status changes and prepares unit duty rosters. Requisitions and maintains current study reference material for the airman promotion system. Prepares and processes Article 15s, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (E3ABR3S031 005, PDS Code P5A) located at Keesler AFB, MS. Initial skills training requirements were identified during the 3S0X1 Utilization and Training Workshop held in April 2001 at Keesler. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis data, and 3S0XX subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard, at Part II, Section A. Individuals must complete the initial skills course to be awarded AFSC 3S031.

**5.2 Journeyman (5) Level.** Mid-range specialty training occurs by enrolling and completing the 3S051 Career Development Course (CDC). This course is divided into two (2) parts (Course A and Course B) with a total of six (6) volumes. Twelve months or less are the norm for course completion. Qualification for enrollment consists of possessing a 3S031 PAFSC, supervisor-verified successful completion of all core and duty position tasks. CDCs may be ordered upon arrival at first permanent duty station.

**5.3. Craftsman (7) Level.** Upper-level specialty training occurs by completing the 7-level course. Prior to being selected for school, certain mandatory requirements must be met: (1) possess 3S051; (2) be a SSgt-selectee or higher; and (3) have supervisor-verified completion of all duty position tasks. Minimum OJT period is 12 months. Individuals in 7-level upgrade training are eligible to attend 7-level craftsman course after core tasks, mandatory upgrade requirements, and specific course prerequisites have been completed. For SSgt selectees, 7-level upgrade training shall not commence earlier than the first day of the promotion cycle. This course teaches subjects to broaden the Personnel perspective for the students and prepare them for future positions of responsibility when they attain the ranks of TSgt thru CMSgt.

**5.4 Superintendent (9) Level.** To be awarded AFSC 3S090, an individual must be a SMSgt and satisfy all duty training requirements. Selected MSGts and all SMSgts will attend the SNCOA.

**6. Training Decisions** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Personnel career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

**6.1 Initial Skills Training.** The initial skills course is at best, an introductory course into the world of military Personnel. It is designed to provide basic specialty training needed to prepare graduates for personnel duties at base-level.

**6.2. Five Level Upgrade Training Requirements.** The mid-range CDC course provides in-depth and carefully developed lessons on military Personnel at all levels. This course picks up from the 3-level resident course and delivers strong doses of specialty instruction across all the functional areas of the Military Personnel Flight.

**6.3. Seven Level Upgrade Training Requirements.** This training addresses advanced topics and subjects of the Personnel career field. Areas such as the creation, formation, and execution of personnel policy into programs, supervisory positions and roles, the hierarchy of Personnel, the integration of Guard/Reserve into the active forces during contingencies and the like are but a few examples.

**6.4. Proficiency Training.** This training is job qualification and consists of completing all identified core tasks for their assigned duty position. Additional qualification training (QT) becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time any techniques, procedures, or a need for increased productivity occurs.

**7. Community College of the Air Force.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to the associates degree program, CCAF offers the following:

**7.1. Occupational Instructor Certificate.** Upon completion of instructor QT consisting of an instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels - Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** In addition to possessing a five-skill level, the following requirements must be met according to the applicable CCAF General Catalog for the award of an associates degree in human resource management.

	Semester Hours
Technical Education .....	24
Leadership, Management, and Military Studies .....	6
Physical Education .....	4
General Education .....	15
Program Elective .....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

**7.3.1. Technical Education** (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses.

### Technical Core

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Advanced Public Speaking .....	3
CCAF Internship .....	16
Manpower Management/Industrial engineering .....	9
Personnel Administrative Practices .....	9
Personnel Counseling.....	6
Personnel Management .....	6
Salesmanship.....	3
Statistics .....	3
Work Measurement .....	6

### Technical Electives

<i>Subjects/Courses Maximum</i>	<i>Semester Hours</i>
Accounting .....	3
AF Enlisted Professional Military Education .....	12
Business Communications .....	3
Computer Science .....	6
General Psychology .....	6
Human Relations .....	6
Industrial Process Design.....	3
Labor Relations .....	3
Organizational Behavior .....	3
Policy and Decision Making .....	3
Principles of Management .....	6
Quality/Sampling Methods.....	3

**7.3.2. Leadership, Management, and Military Studies** (6 Semester Hours): Professional military education and/or civilian management courses.

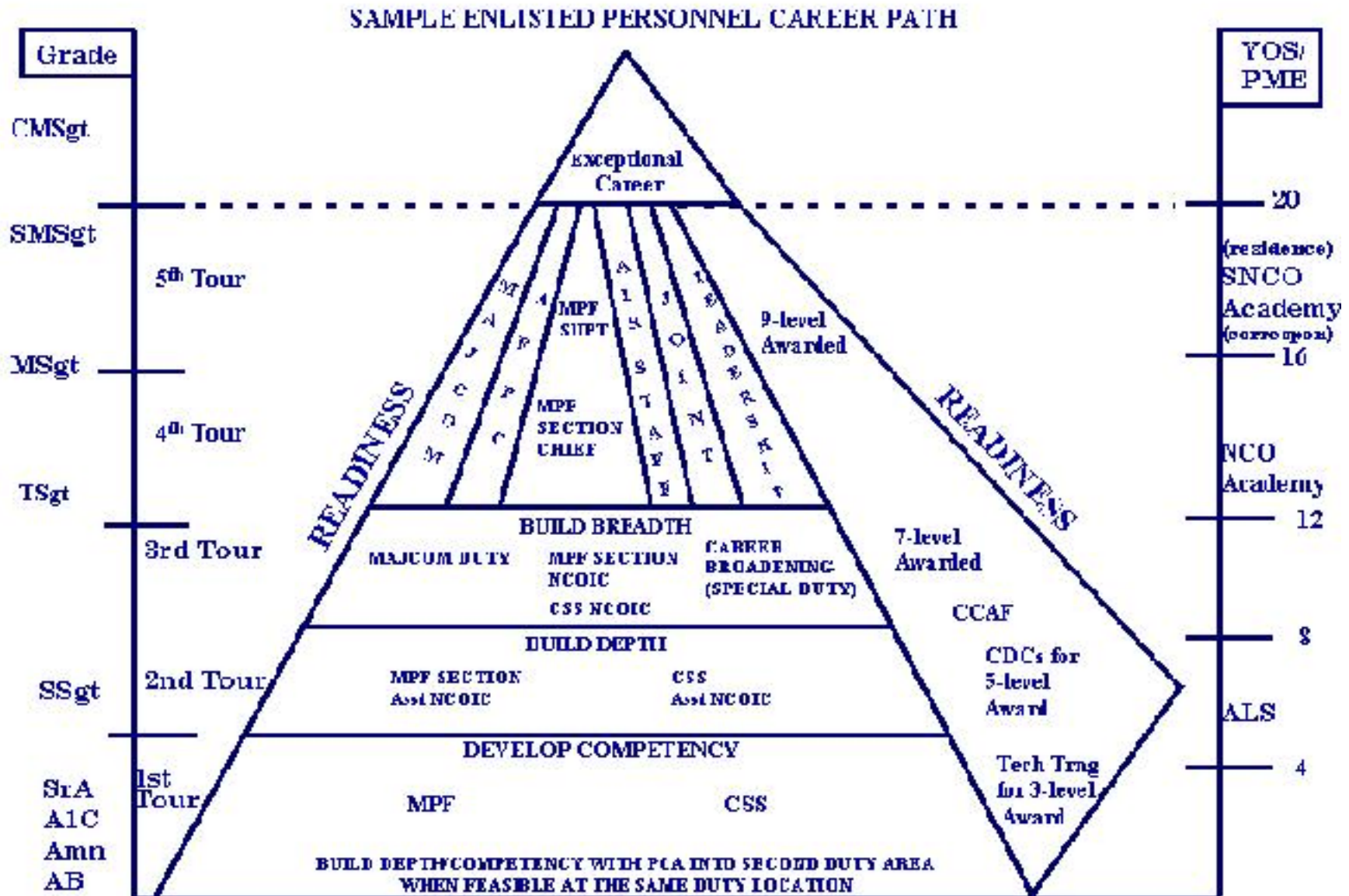
**7.3.3. Physical Education** (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

**7.3.4. General Education** (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.3.5. **Program Elective** (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education requirements application criteria. Six (6) semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.4. Additional off-duty education is a personal choice, but we ***strongly encourage it for all Personnel people.*** Promotion statistics bear out the weight of associates and bachelor's degrees when competing for promotion to SMSgt and CMSgt. Completion of an associates degree at the 10-year point and a career related bachelor's degree at the 15 year mark along with a strong record should ensure competitiveness for the top two grades. Individuals desiring to become an Air Education and Training Command (AETC) instructor at a Training Center and other locations should be actively pursuing an associates degree. A degreed CCAF faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

## 8. Career Field Path.



8.1. Manpower Table.



PERSONNEL GRADE DISTRIBUTIONS (A/O 1 Apr 2001)							
TOTAL	CMS	SMS	MSG	TSG	SSG	SRA	A1C/AMN/AB
7596	112	195	625	1064	2258	2142	1200



### 8.3. Enlisted Career Path

EDUCATION AND TRAINING REQUIREMENTS	GRADE REQUIREMENTS			
	RANK	AVERAGE SEW-ON	EARLIEST SEW-ON	HIGH YEAR OF TENURE (HYT)
<b>BASIC MILITARY TRAINING SCHOOL</b>				
<b>APPRENTICE TECHNICAL SCHOOL</b> (3-SKILL LEVEL)	Amn A1C	6 months 16 months		
<b>UPGRADE TO JOURNEYMAN</b> (5-SKILL LEVEL) - Minimum 15 months on-the-job training - Complete appropriate CDC if/when appropriate - Retrainees get a minimum of 9 months on-the-job training	A1C/SrA	3 years	28 months	10 Years
<b>AIRMAN LEADERSHIP SCHOOL (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b><u>TRAINER</u></b> - Must attend the formal AF Training Course and be appointed by the commander - Trainers must be qualified and certified on tasks to be trained .			
<b>UPGRADE TO CRAFTSMAN</b> (7-SKILL LEVEL) - Certified on all core tasks - Minimum rank of SSgt selectee - Minimum 12 months OJT	SSgt	7.5 years	3 years	20 Years
<b>Retrainees</b> - Minimum 9 months for 5-level UGT - Minimum 12 months for 7-level UGT	<b><u>CERTIFIER</u></b> - SSgt with a 5-skill level or civilian equivalent - Attend formal AF Training Course and be appointed by the commander - Be a person other than the trainer ( Core and Critical tasks only)			
<b>NONCOMMISSIONED OFFICER ACADEMY (NCOA)</b> - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	22 Years
<b>USAF SENIOR NCO ACADEMY (SNCOA)</b> - Must be a MSgt (sel) or MSgt for correspondence course - Must be a selected MSgt, SMSgt (sel) or SMSgt for resident course attendance - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	MSgt	16 years	8 years	24 Years
	SMSgt	19.2 years	11 years	26 Years
<b>UPGRADE TO SUPERINTENDENT</b> (9-SKILL LEVEL) - Sew-on of SMSgt.				
	CMSgt	21.5 years	14 years	30 Years

## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the Specialty Training Standard (STS) and Course Objective List (COL) at Part II, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements**

#### **10.1. Apprentice Level Training.**

##### **10.1.1. Specialty Qualifications.**

**10.1.1.1. Knowledge.** Knowledge in the following areas is mandatory: principles, policies, and procedures regarding Air Force personnel programs; personnel mission at base and MAJCOM, functional responsibilities of the Military Personnel Flights, Satellite Personnel Activities, and Commander's Support Staffs; telephone etiquette and conducting interviews; introductory workings and application of the Personnel Data System, disclosures of personnel information; maintaining the Unit Personnel Record Group (UPRG); active duty service commitments; customer referral procedures; operate computer terminals and workstations to include word processing, databases, and spreadsheet functions; able to keyboard at least 25 WPM with minimal errors observed; PERSCO and contingency operations; separations and retirements; the airman retraining systems; officer duty information; accomplishing special duty assignments; control roster actions and Article 15s; promotion programs; reenlistment actions; the INTRO program; identification cards; and unit leave program.

**10.1.1.2. Education.** A high school education is desirable with courses in English composition and speech.

**10.1.1.3. Training.** Completion of 3-level course (E3ABR3S031 005, PDS Code P5A) is mandatory for the award of the 3-skill level AFSC. A Course Objective List in Part II, Section B lists the training rendered at the resident course.

**10.1.1.4. Experience.** None.

**10.1.1.4.1. Air Force Basic Personnel Badge.** Eligible for wear after completing Technical School.

**10.1.1.5. Other.** Mandatory Admin ASVAB score is 45.

**10.1.2. Training Sources/Resources.** Completion of the 3-level course (E3ABR3S031 005, PDS P5A) at Keesler AFB, MS satisfies the knowledge and training resource requirements for award of the 3-skill level.

**10.1.3. Implementation.** Entry into training is accomplished via new accessions or by approved retraining from any eligible AFSC. If entry is by retraining, the applicant must be a SrA or higher, have no courts-martial convictions, the last three (3) EPRs ratings must total 13 or higher, be interviewed and recommended for retraining into Personnel by a Military Personnel Flight Chief or Superintendent.

#### **10.2. Journeyman Level Training Requirements.**

##### **10.2.1. Specialty Qualifications.**

**10.2.1.1. Knowledge.** Knowledge in the following areas is mandatory: principles, policies, and procedures regarding Air Force personnel programs; personnel mission at base, functional responsibilities of the Military Personnel Flights, Satellite Personnel Activities, and Commander's Support Staffs; telephone etiquette and conducting interviews; prepare and conduct briefings; intimate workings and application of the Personnel Data System; disclosure of personnel information; structure of the Personnel career field; maintaining the Unit Personnel Record Group (UPRG), active duty service commitments; document accountability and security; files management; maintain a publication library; forms management; assignment availability codes; customer referral procedures; USAF operations

planning process; PERSCO and contingency operations; DCAPEs and MANPER-B operations; mobility processing; TDY relocations, separations and retirements; airman retraining systems; officer duty information; Air Force classification system; special programs administration; line-of-duty determinations; specified period-of-time contracts; accomplish officer pay actions; the Selective Reenlistment Program (SRP); Career Job Reservation (CJR) program; Casualty Services program, control roster actions and Article 15s; promotion programs; reenlistment actions; INTRO program; identification cards; unit leave program; Basic Allowance for Subsistence (BAS) program; weight and body fat program; and Unfavorable Information files monitoring.

10.2.1.2. **Education.** Not applicable.

10.2.1.3. **Training.** Completion of the following training requirements are mandatory for the award of the 5-skill level AFSC: (1) Possess a 3S031 PAFSC, (2) have supervisor certification on all tasks for the assigned duty position, (3) have supervisor certification on all specialty core tasks specified by the appropriate asterisks (\*) on the STS, (4) successful completion of the 3S051 career development course (CDC).

10.2.1.4. **Experience.** A period of 15 months experience as an personnel apprentice is mandatory.

10.2.1.5. **Other.** None

10.2.2. **Training Sources/Resources.** Completion of the 3S051 CDC along with supervisor certification on duty position and core task training requirements represent the resources needed for award of the 5-skill level.

10.2.3. **Implementation.** With supervisor approval, personnel may enter 5-level upgrade training and enroll in CDCs. The period of OJT upgrade training is 15 months. The timing decision as when to allow entrance into upgrade training, again, rests with the supervisor.

### **10.3 Craftsman Level Training Requirements.**

#### **10.3.1. Specialty Qualifications.**

10.3.1.1. **Knowledge.** Knowledge of the following areas is mandatory: mission of the Personnel career field at base, MAJCOM, and Headquarters Air Force; Personnel policy and program formulation, corporate Personnel model; functional responsibilities of Military Personnel Flights (MPFs), Satellite Personnel Activities (SPA), and Commander's Support Staffs and wartime responsibilities of each; structure, duties, and responsibilities of personnel craftsmen; how to relate to customers; briefing techniques; using computer generated management products; using self-inspection programs; analyzing crossfeed data; in-house training programs; professional ethics; USAF Operations Planning process, PERSCO, WARPLAN task management; DCAPEs/MANPER systems; operational responsibilities; deployment/mobilization processing; USAF mobilization and integration; orientation of new personnel; supervisory controls and performance standards; work performance evaluation and resolution of technical problems; stress management; civilian employee management; manpower policies and impacts; and Air Force Budget System.

10.3.1.2. **Education.** No provisional requirements for this level.

10.3.1.3. **Training.** Completion of the 3S071 course and core tasks along with supervisor certified duty position training satisfies the knowledge and training requirements for award of the 7-skill level. The Course Objective List (COL) listed in Part II, Section B lists the training rendered.

10.3.1.4. **Experience.** A period of 12 months experience as a personnel journeyman is mandatory.

10.3.1.4.1 **Air Force Senior and Master Personnel Badge.** Eligible for wear of Senior Badge after the award of the 7-skill level and the Master Badge as Master Sergeant or above with 5 years in the specialty from award of the 7-skill level **Exception:** Chief Master Sergeants crossflowed into a new CEM Code wear the Basic Badge of their new career field upon award of the CEM Code, the Senior Badge after 12 months, and the Master Badge after 5 years

10.3.1.5. **Other.** None.

10.3.2. **Training Sources/Resources.** Completion of the 3S071 course along with supervisor certification of required duty position training represent the resources required for award of the 7-skill level. 10.3.3. **Implementation.** Prior to being selected for school, certain mandatory requirements must be met: (1) possess 3S051; (2) be a SSgt-selectee or higher; (3) have supervisor-verified completion of all duty position tasks. For SSgt selectees, 7-level upgrade training should commence upon selection.

#### **10.4. Superintendent Level Training Requirements.**

##### **10.4.1. Specialty Qualifications.**

10.4.1.1. **Knowledge.** Knowledge of the following areas is mandatory: extensive experience and demonstrated proficiencies in personnel management, functions, training, and policies relating to accessing, training, promoting, reassigning, deploying, accounting, sustaining, and separating/retiring military personnel.

10.4.1.2. **Education.** No provisional requirements at this level.

10.4.1.3. **Training.** None.

10.4.1.4. **Experience.** None

10.4.1.5. **Other.** Sew-on rank of SMSgt.

10.4.2. **Training Sources/Resources.** None.

10.4.3. **Implementation.** None.

#### ***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

#### **12. Apprentice Level Training:**

12.1. **Constraints.** None

12.1.1. **Impact.**

12.1.2. **Resources Required.**

12.1.3. **Action Required.**

12.2. **OPR/Target Completion Date**

#### **13. Five Level Training:**

13.1. **Constraints.** None

13.1.1. **Impact.**

13.1.2. **Resources Required.**

13.1.3. **Action Required.**

13.2. **OPR/Target Completion Date.**

#### **14. Seven-Level Training:**

14.1. **Constraints.** None

14.1.1. **Impact.**

14.1.2. **Resources Required**

14.1.3. **Action Required.**

14.2. **OPR/Target Completion Date.**

### ***Section E - Transitional Training Guide***

**NOTE:** There are currently no transition training requirements. This area is

## Part II

### ***Section A – Speciality Training Standard***

**1. Implementation.** This STS will be used for technical training provided by AETC for classes beginning 011119 and graduating 020109.

**2. Purpose.** As prescribed in in AFI 36-2201, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies, by asterisk (\*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. *(As a minimum, use the following column designators: Tng Comp, Certifier Initials).*

2.3. Shows formal training and correspondec course requirements. Column 4 shows the proficiency to be deomonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On the Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training . Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.5.1.1. **Converting from Old Document to CFETP.** For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications, and when verified, recertify using current date as completion date and enter trainee's and certifier's initials. Remember during the transcription process no training is taking place. Therefore the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC exam

failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. **Training Standard.** Tasks are trained and qualified at the go-no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume I). WAPS is not applicable to the Air National Guard or the Reserves.

**3. Recommendations.** Report unsatisfactory performance of individual course graduate to 335 TRS/UOB 709 Meadows Drive, Suite 144 Keesler AFB, MS 39534. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

RICHARD E. BROWN, III, Major General, USAF  
Deputy Chief of Staff, Personnel

<b>This Block Is For Identification Purposes Only</b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Trainer and Certifying Official and Written Initials</b>		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIRMENTS

Proficiency Code Key		
	Scale Value	Definition: The Individual
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step by step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<b>**Subject Knowledge Levels</b>	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evalauations)
<b>Explanations</b> * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)  ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.  - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.  X This mark is used alone in course columns to show that training required but not given due to limitations in resources.  <b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.		



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. PERSONNEL CAREER FIELD												
1.1. Personnel community TR: : AFCSM 36-699, Vol 1 & 6												
1.1.1. Mission												
1.1.1.1. Base							A			B	B	
1.1.1.2. MAJCOM							A			-	B	
1.1.1.3. AFPC TR: AFMD 37												
1.1.1.3.1. Personnel policy formation							-			-	B	
1.1.1.3.2. Personnel program formation							-			-	B	
1.1.1.3.3. Mission overview							A			-	-	
1.1.1.4. HAF												
1.1.1.4.1. Personnel policy information							-			-	B	
1.1.1.4.2. Personnel program information							-			-	B	
1.1.1.4.3. Mission overview AFPD 10-4, AFI 10-402, AFI 10-403, AFH 10-416; AFM 1-1, Vol I							A			A	-	
1.1.1.5. Joint TR: JP 1-02							-			A	-	
1.1.2. Organization AFCSM 36-699, Vol I							A			B	-	
1.1.3. Functional responsibilities												
1.1.3.1. Military Personnel Flight							A			B	-	
1.1.3.2. Commander's Support Staff							A			B	-	
1.1.3.3. Personnel Activities (SPAs/GSUs)							A			B	-	
1.1.4. Wartime functional responsibilities TR: AFCSM 36-699 Vol 1; AFI 10-215, 10-400, 10-401, 10-403; Qualification Training Package (QTP)	*						A			B	B	
1.2. Structure of the personnel career field TR: AFCSM 36- 699, Vol 1; AFI 36-2101; AFMAN 36-2108												
1.2.1. Personnel Apprentice												
1.2.1.1. Duties							A			-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1.2.1.2. Responsibilities							A			-	-	
1.2.2. Personnel Journeyman												
1.2.2.1. Duties							-			B	-	
1.2.2.2. Responsibilities							-			B	-	
1.2.3. Personnel Craftsman												
1.2.3.1. Duties							-			-	B	
1.2.3.2. Responsibilities							-			-	B	
2. OFFICE EQUIPMENT TR: Vendor provided documentation												
2.1. Keyboard Familiarization NOTE: ***25 GWPM is required to graduate from tech school.							***					
2.2. Operate personal computer software												
2.2.1. Word processing							2b			-	-	
2.2.2. Database							2b			-	-	
2.2.3. Spreadsheet							2b			-	-	
2.2.4. Operating system							2b			-	-	
2.2.5. Presentation graphics							2b			-	-	
2.2.6. E-Mail							2b			-	-	
2.3. World Wide Web							2b			-	-	
3. ADMINISTRATIVE COMMUNICATION MANAGEMENT												
3.1. Prepare administrative communications												
3.1.1. Official memorandum TR: AFMAN 37-126; AFH 33-337; AFDIR 37-135; QTP	*						2b			-	-	
3.1.2. Air Force message TR: USAF PAS Directory Vol 1 & 2; AFDIR 37-135; Vendor provided documentation							2b			-	-	
3.1.3. Administrative orders TR: AFI 33-328; AFI 65-103							2b			-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.1.4. Personnel Action Change Request TR: AFCSM 36-699, Vol 1							2b			-	-	
3.2. Distribution management												
3.2.1. Correspondence distribution							A			-	-	
3.2.2. Processing accountable Communications TR: AFI 31-401; DoD 4525.8-M, AFSUP1							A			B	-	
3.2.3. Applying document Security TR: AFI 31-401; DoD 5200.1-R							—			B	-	
3.3. Maintaining Files TR: AFI 33-322; AFMAN 37-123; AFI 37-138; AFMAN 37-139							A			-	-	
3.4. Use publications TR: AFIND 2; QTP	*						2b			-	-	
3.5. Use forms TR: AFIND 9; QTP	*						2b			-	-	
3.6. Communications TR: AFPAM 36-2241 Vol 1; AFH 33-137												
3.6.1. Use customer relation techniques TR: QTP	*						2b			-	c	
3.6.2. Use communication etiquette							2b			-	-	
3.6.3. Conduct interviews							2b			-	-	
3.6.4. Prepare briefings							2b			-	-	
3.6.5. Conduct briefings							2b			-	-	
4. PERSONNEL DATA SYSTEM TR: AFCSM 36-699, Vol 1; AFMAN 36-2621, Vol 1;												
4.1. System security (safeguarding) TR: AFSSI 5102							B			B	-	
4.2. Data flow							A			-	-	
4.3. Local Tables							A			-	-	
4.4. Accomplishing DJMS actions							A			B	B	
4.5. Use transaction registers TR: QTP	*						2b			-	-	
4.6. Using transaction registers							-			B	C	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.7. Personnel Concept III TR: AFCSM 36-699, Vol 1 & 6												
4.7.1. System overview												
4.7.1.1. Purpose							A			B	-	
4.7.1.2. Description							A			B	-	
4.7.2. Systems control							A			-	-	
4.7.3. Systems fundamentals												
4.7.3.1. Perform LOGIN							2b			-	-	
4.7.3.2. Use PC-III screens												
4.7.3.2.1. Menus							2b			-	-	
4.7.3.2.2. SSN prompt							2b			-	-	
4.7.3.2.3. Data entry screens							2b			-	-	
4.7.3.2.4. Help screens							2b			-	-	
4.7.3.3. Use command line							2b			-	-	
4.7.3.4. Use function keys							2b			-	-	
4.7.3.5. Input inquiries							2b			-	-	
4.7.3.6. Input updates							2b			-	-	
4.7.3.7. Use FOCUS							2b			-	-	
4.7.3.8. Using FOCUS							-			B	-	
4.7.3.9. Use Forms TR: AFMAN 36-2125, Vol 5							a			B	-	
4.7.3.10. Use Office Automation							2b			-	-	
4.7.3.11. Using Office Automation							-			B	-	
4.7.3.12. SURF Access							A			B	-	
5. MILITARY MODERNIZATION (MILMOD) TR: AFCSM 36-699, Vol 1; Vendor provided documentation												
5.1. LOGON							2b			-	-	
5.2. Navigate TR: QTP	*						2b			-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: QTP	*											
5.3.1. Modify							2b			b	-	
5.3.2. Save							2b			-	-	
5.4. Execute Queries												
5.4.1. Group							2b			-	-	
5.4.2. Individual							2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data							2b			-	-	
5.7. Updates TR: QTP	*						2b			-	-	
5.8. Use Help Screens							2b			-	-	
5.9. Request RIPS/Briefs/SURFS TR: QTP	*						2b			-	-	
5.10. Request Reports TR: QTP	*						2b			-	-	
5.11. Local Data							A			-	-	
5.12. Batch Processing							A			-	-	
5.13. Adhoc Query Tools							A			-	-	
6. FUNDAMENTALS												
6.1. Disclosure of information												
6.1.1. Freedom of Information Act TR: AFSUPDODR5400.7							A			B	-	
6.1.2. Privacy Act TR: AFI 37-132; QTP	*						A			B	-	
6.2. Military personnel records management TR: AFI 36-2608												
6.2.1. Disposition of Unit Personnel Record Group							b			B	-	
6.2.2. Maintain Unit Personnel Record Group	*						2b			-	-	
6.2.3. Maintaining the Unit Personnel Record Group							-			B	-	
6.3. Self Assessment TR: AFCSM 36-699, Vol 1; AFI 90-201												
6.3.1. Crossfeed data							-			-	B	
6.3.2. Semi-annual							-			-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.4. In-House Training TR: AFCSM 36-699, Vol 1; AFI 36-2201							-			-	B	
6.5. Determine data compatibility TR: AFCSM 36-699, Vol 1												
6.5.1. Assignment availability TR: AFI 36-2110												
6.5.1.1. Codes							A			B	-	
6.5.1.2. Dates							A			B	-	
6.5.2. Assignment limitation												
6.5.2.1. Codes							A			B	-	
6.5.2.2. Dates							A			B	-	
6.5.3. Promotion Eligibility Codes TR: AFI 36-2502							A			B	-	
6.5.4. Reenlistment codes TR: AFI 36-2606							A			B	-	
6.5.5. Weight and body fat management codes TR: AFI 40-502							A			B	-	
6.5.6. Unfavorable Information File Codes TR: 36-2907							A			B		
7. CONTINGENCY SUPPORT TR: AFI 10-215; AFI 10-400; AFMAN 10-401, Vol 1&2; AFI 10-402; AFCSM 36-699, Vol 1; JP 1-02, AFCSM 10-626, Vol 2												
7.1. Total force TR: JP 1-02							-			A	B	
7.2. Deployment/processing TR: AFI 10-403; AFI 36-3103							A			B	B	
7.3. Air Reserve Component (ARC) Mobilization Planning TR: AFI 10-402; AFI 10-416												
7.3.1. Mobilization							-			A	B	
7.3.2. Integration							-			A	B	
7.4. Status of Resources and Training System (SORTS) TR: AFI 10-201							-			A	-	
7.5. PERSCO TR: AFI 10-215, USAF Manpower Force Package system (MANFOR) & Logistic Detail (LOGDET)	*											
7.5.1. Teams							A			B	-	
7.5.2. Operations							A			B	B	
7.6. Deployment concepts and functional responsibilities TR: Joint Pub 1-0, AFMAN 10-401, AFI 10-403, & AFI 10-215												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.6.1. Personnel	*						A			B	B	
7.6.2. Manpower TR: AFI 38-205							-			A	B	
7.6.3. Installation Deployment Officer							A			A	B	
7.6.4. Deployed commander							A			A	B	
7.7. Command Relationships												
7.7.1. Supported and Supporting Commands TR: Joint Pub 0-2, Joint Pub 1-0, & AFI 10-215							A			B	B	
7.7.2. AF MAJCOMs and Unified Commands. TR: Joint Pubs 0-2 & 1-02							A			B	B	
7.8. DCAVES and JOPES TR: Joint Pub 1-0, AFCSM 10-626 Vol II, & AFMAN 10-401							A			B	B	
7.9. Military Operations Planning Process TR: AFMAN 10-401												
7.9.1. War and Mobilization Plan (WMP)							A			B	B	
7.9.2. Operation Plan (OPLAN)							A			B	B	
7.9.3. OPLAN Annex E, J, and K							-			B	B	
7.9.4. Other OPLAN Annexes							-			B	B	
8. OPERATIONS												
8.1. Assignment applications TR: AFI 36-2110; Enlisted OS Counseling Handbook; Virtual MPF (VMPF)												
8.1.1. Process Special Duty Assignments TR: EQUAL Plus; SPECAT Guide; VMPF							2b			-	-	
8.1.2. Special Duty Assignments TR: EQUAL Plus; SPECAT Guide; VMPF							-			B	-	
8.1.3. Other Assignments (Humanitarian, EFMP, etc) TR: AFI 36-2110; VMPF							A			B	-	
8.2. Relocation Processing TR: AFI 36-2102; AFI 33-328; AFI 65-103; AFCSM 36-699, Vol 1												
8.2.1. TDY TR: AFI 36-2110												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.2.1.1. Relocation folder							A			B	-	
8.2.1.2. Relocation Checklist							A			B	-	
8.2.1.3. Prepare orders							2b			-	-	
8.2.1.4. Preparing orders							-			B	-	
8.2.2. Assignments TR: AFI 36-2110; AFPAM 36-2241, Vol 1; AFI 36-2608												
8.2.2.1. Relocation folder							A			B	-	
8.2.2.2. Relocation checklist							A			B	-	
8.2.2.3. Prepare orders							2b			-	-	
8.2.2.4. Preparing orders							-			B	-	
8.2.2.5. Family Member travel TR: AFI 36-3020							A			B	-	
8.2.3. Separations TR: AFI 36-2604; AFI36-2608; AFI 36-3020; AFI 36-3204; AFI 36-3205; AFI 36-3206; AFI 36-3207; AFI 36-3208; AFPAM 36-3210; AFI 36-3212												
8.2.3.1. Relocation folder							A			B	-	
8.2.3.2. Relocation checklist							A			B	-	
8.2.3.3. Prepare orders							2b			-	-	
8.2.3.4. Preparing orders							-			B	-	
8.2.3.5. Preparing Certificates of Release or Discharge from Active Duty (DD Form 214) TR: AFI 36-3202							A			B	-	
8.2.3.6. Discharge certificates TR: AFI 36-3202							A			B	-	
8.2.4. Retirements TR: AFI 36-2604; AFI36-2608; AFI 36-3020; AFI 36-3202; AFI 36-3203; AFI 36-3212												
8.2.4.1. Processing applications TR: AFI 36-3203							A			B	-	
8.2.4.2. Relocation folder							A			B	-	
8.2.4.3. Relocation checklist							A			B	-	
8.2.4.4. Retirement certificates TR: AFI 36-3203							A			B	-	



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.2.4.5. Preparing Certificates of Release or Discharge from Active Duty (DD Form 214) TR: AFI 36-3202							A			B	-	
8.3. Formal Training Program TR: AFI 36-2013; AFI36-2101; AFI 36-2105; AFI 36-2106; AFI36-2107; AFI 36-2108; AFI 36-2201; AFI 36-2205; AFI 36-2605; AFCAT 36-2223							-			B	-	
8.4. Airman Retraining Program TR: AFMAN 36-2108; AFI 36-2626; AFCAT 36-2223							A			B	-	
8.5. Maintaining manning rosters TR: AFCSM 36-699, Vol 1							A			B	-	
8.6. Duty status program TR: AFCSM 36-699, Vol 1; AFI 36-2911; QTP	*						A			B	-	
8.7. Monitor DAFSC vs CAFSC TR: AFI 36-2101							A			B	B	
8.8. Duty information update TR: AFCSM 36-699, Vol 1												
8.8.1. Initial Duty Assignment							A			B	-	
8.8.2. Record Review							A			B	-	
8.8.3. Officer							A			B	-	
8.9. Inprocessing actions							A			B	-	
8.10. Personnel Reliability Program (PRP) Management TR: AFI 36-2104							A			B	B	
8.11. Accomplishing actions pertaining to: TR: AFI 36-2110; AFCSM 36-699, Vol 1; Enlisted OS Returnee Counseling Handbook												
8.11.1. ODSD							A			B	-	
8.11.2. STRD							A			B	-	
8.11.3. DEROS							A			B	-	
8.11.4. Overseas tour history							A			B	-	
8.12. Air Force Classification System TR: AFI 36-2101; AFMAN 36-2105; AFMAN 36-2108; AFCAT 36-2223; AFCSM 36-699, Vol 1												
8.12.1. AFSC												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.12.1.1. Award							A			B	-	
8.12.1.2. Downgrade							-			B	-	
8.12.1.3. Withdraw							-			B	-	
8.12.1.4. AFSC conversion actions							-			B	-	
8.12.2. Administer special programs												
8.12.2.1. Special Experience Identifiers							A			B	-	
8.12.2.2. Special Duty Identifiers							A			B	-	
8.12.2.3. Reporting Identifiers							A			B	-	
8.13. Special Duty Assignment Pay Program TR: AFI 36-3017							-			B	B	
8.14. Control roster TR: AFI 36-2907							A			B	B	
8.15. Article 15 TR: AFI 36-2907; AFI 51-202							A			-	B	
8.16. Letter of Reprimand TR: AFI 36-2907							A			-	B	
8.17. Unfavorable Information File AFI 36-2907							A			B	B	
8.18. Line of duty determinations TR: AFI 36-2910							A			B	B	
8.19. Military personnel surveys TR: AFI 36-2601							-			A	-	
8.20. Compute service dates TR: AFI 36-2604							2b			-	2b	
8.21. Computing service dates							-			B	-	
8.22. Specified Period of Time Contract TR: AFI 36-2133							-			B	-	
8.23. Officer pay actions TR: AFI 36-2107; AFI 36-3004; AFI 41-109												
8.23.1. Special							-			B	-	
8.23.2. Continuation							-			B	-	
8.24. Officer promotion actions TR: AFI 36-2501; AFI 36-2504; AFPAM 36-2506							-			B	B	
8.25. Enlisted promotion actions TR: AFI 36-2502; AFI 36-2605; AF PAM 36-2241, AFCSM 36-699							A			B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.26. Computerized promotion products TR: AFCSM 36-699, Vol 1							A			B	B	
8.27. Demotion actions TR: AFI 36-2110; AFI 36-2503; AFI 36-2604; AFI 36-3208							A			B	B	
8.28. Officer Evaluation Reports TR: AFI 36-2406; AFPAM 36-2404							A			B	-	
8.29. Enlisted Evaluation Reports TR: AFI 36-2406							A			B	-	
8.30. Performance Feedback TR: AFI 36-2406; AFI 36-2627							A			B	-	
8.31. Evaluation appeal process TR: AFI 36-2401							-			B	-	
8.32. Reenlistments and Extentions TR: AFI 36-2606												
8.32.1. Reenlistment actions							A			B	-	
8.32.2. Reenlistment waivers							-			B	-	
8.32.3. Extensions							A			B	-	
8.33. Selective Reenlistment Program TR: AFI 36-2606; AFCSM 36-699, Vol I												
8.33.1. Airman due consideration							A			B	-	
8.33.2. Consideration requests							-			B	-	
8.33.3. Nonselection appeals							-			B	-	
8.33.4. Monitoring actions							-			B	-	
8.34. Career Job Reservation TR: AFI 36-2606												
8.34.1. Request							-			B	-	
8.34.2. Waiting List							-			B	-	
8.34.3. Cancellation							-			B	-	
8.34.4. Reinstatement							-			B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.34.5. Senior host commander overrides							-			B	-	
8.35. Selective Reenlistment Bonus Program TR: AFI 36-2606												
8.35.1. Zone entitlements							-			B	-	
8.35.2. Requests							-			B	-	
8.35.3. Reduction							-			B	-	
8.35.4. Termination							-			B	-	
8.35.5. Accelerated payments							-			B	-	
8.35.6. Recoupment							-			B	-	
8.36. Awards and Decorations TR: AFPAM 36-2801 Vol 1-3; AFI 36-2803; AFI 36-2805; AFI 36-2819; DoD 1348.33M							A			B	-	
8.37. INTRO program TR: AFI 36-2103							A			B	-	
8.38. Operate DEERS (RAPIDS) TR: AFI 36-3026; Rapids Verifying Official Users Guide							-			B	-	
8.39. Identification cards TR: AFI 36-3026												
8.39.1. Eligibility							a			b	-	
8.39.2. Application							a			b	-	
8.39.3. Retrieval							a			b	-	
8.40. Processing join spouse intent TR: AFI 36-2110							A			b	-	
8.41. Record of Emergency data TR: AFI 36-3002												
8.41.1. Prepare	*						2b			b	-	
8.41.2. Process							A			b	-	
8.42. Application for correction of records TR: AFI 36-2603							-			A	-	
8.43. Government Life Insurance TR: AFI 36-3008; VA Handbook 29-75-1												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.43.1. Complete SGLI							2b			b	-	
8.43.2. VGLI							-			A	-	
8.44. Immigration and Naturalization Service TR: US Immigration Laws Handbook							A			-	-	
8.45. Casualty services program TR: AFI 36-3002												
8.45.1. Policy							-			B	-	
8.45.2. Reporting							-			B	-	
8.45.3. Notification							-			B	-	
8.45.4. Assistance							-			B	-	
8.46. Survivor Benefits Plan TR: AFI 36-3002; AFI 36-3006												
8.46.1. Policy AFPD 36-30							-			B	-	
8.46.2. Procedures							-			B	-	
8.46.3. Forms							-			B	-	
8.46.4. Benefits							-			B	-	
8.47. Customer referral agencies							A			-	-	
8.48. Manage Unit Leave Program TR: AFI 36-3003; DFAS-DEM 177-373							2b			b	-	
8.49. BAS program TR: DFAS-DEM 177-373; AFPAM 36-2241 Vol 1; DoD FMR							A			-	-	
8.50. Administer BAS program							-			b	-	
8.51. Subsistence-In-Kind (SIK) TR: AFI 34-241							A			-	-	
8.52. Administer SIK							-			b	-	
8.53. Weight and Body Fat Management Program (WBFMP) TR: AFI 40-502							A			-	-	
8.54. Manage WBFMP							-			b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8.55. Active Duty Service Commitment Program TR: AFI 36-2107							A			B	-	
9. SUPERVISION TR: AFPAM 36-2241, Vol 1 & 2												
9.1 Orientation of new personnel TR: AFMAN 36-2108; AFI 36-2201							-			-	C	
9.2 Establishing												
9.2.1 Controls							-			-	B	
9.2.2 Performance standards							-			-	B	
9.3 Managing work assignments TR: AFCSM 36-699, Vol 1							-			-	C	
9.4 Evaluating work performance of subordinate personnel TR: AFI 36-2406							-			-	B	
9.5 Resolving technical problems for subordinate personnel TR: AFCSM 36-699, Vol 1							-			-	B	
9.6. Civilian employee management TR: AFP 36-5							-			-	B	
9.7. Stress management							-			-	B	
9.8. Time management							-			-	B	
10. MANPOWER TR: AFI 38-101; AFMS #16B1												
10.1 Policies							-			-	A	
10.2 Impact							-			-	A	
11. AIR FORCE BUDGET SYSTEM TR: AFPAM 36-2241, Vol 2; AFI 65-601, Vol 2							-			-	B	
NOTE 1: All tasks and knowledge items shown with a proficiency code are trained during war time.												
NOTE 2: Items in column 2 marked with an asterisk (*) are the core task.												

DEPARTMENT OF THE AIR FORCE  
Headquarters, US Air Force  
Washington DC 20330-5020

AFJQS 3S0X1-001  
October 2001

Personnel Support for Contingency Operations  
(PERSCO)

1. **PURPOSE:** This Air Force Job Qualification Standard (AFJQS) identifies the task requirements for personnel assigned duties as members of, or alternates to, Personnel Support for Contingency Operations (PERSCO) Teams. This document is to be used to plan and record training related to the basic operations of a PERSCO team.

2. **CERTIFICATION PROCEDURES:** To be considered fully qualified, personnel must be trained and certified on all items listed and demonstrate the ability to perform tasks while wearing Chemical Warfare Defense Ensemble (CWDE) and extreme cold weather gear (applicable to bases with cold weather deployment taskings). Personnel qualified on tasks will provide Training and certification. Where there is not a certified member to conduct training, personnel will be trained by the most experienced member using available training references. When training is initiated, write a start date in the "Start Date" block. When training for a task is completed and the member is qualified, the trainer will initial the "Trainer's" block, the trainee will initial the "Trainee's Initial" block, and enter the date training was completed in the "Completion Date" block.

3. **QUALIFICATION STANDARDS:** Personnel are certified and qualified to the GO/NO-GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions, user's manuals, and maintenance manuals.

4. **IDENTIFICATION:** The trainee's name and SSAN must be printed in ink, pencil, or typewritten on this AFJQS in the identification block provided.

5. **GENERAL MANAGEMENT ISSUES:**

- a. This JQS will be maintained within the PERSCO training folder for all PERSCO team members and alternates.
- b. Trainees will use this JQS in conjunction with their primary duty related training standards (i.e. STS and AFJQS).
- c. Automation of this JQS is authorized; however, a master copy must be available for reference.

6. SUPPLEMENTS, CORRECTIONS, AND RECOMMENDATIONS FOR CHANGES: This JQS may be supplemented at any level; however, supplements must be coordinated through AFPC/DPWRC. All corrections and recommendations for change will be submitted to AFPC/DPWRC.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

RICHARD E. BROWN, III, Major General, USAF  
Deputy Chief of Staff, Personnel



Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
<b>A. INTRODUCTION TO PERSCO</b>					
1. PERSCO team TR: AFI 10-215, USAF Manpower Force Package system (MANFOR) & Logistic Detail (LOGDET)					
1.1. Explain associated terms					
1.2. Identify team composition					
1.3. Explain purpose of each team					
2. PERSCO Operations TR: AFI 10-215					
2.1. Planning Phase/Pre-deployment actions					
2.2. Execution					
2.3. Initial Arrival Actions					
2.4. Sustainment Actions					
2.5. Redeployment Actions					
2.6. Reconstitution Actions					
3. Personal clothing bag and mobility bags. TR: AFMAN 23-110 Vol II part 2, AFI 32-4001, AFI 36-3014, Supported MAJCOM, & DOC statement					
3.1. Explain use of bag contents					
3.2. Identify bag contents					
<b>B. BASIC PERSCO KNOWLEDGE</b>					
1. Deployment concepts and functional responsibilities TR: Joint Pub 1-0, AFMAN 10-401, AFI 10-403, & AFI 10-215					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
1.1. Personnel					
1.2. Manpower TR: AFI 38-205					
1.3. Installation Deployment Officer					
1.4. Deployed commander					
2. Explain relationships					
2.1. Between Supported and Supporting Commands TR: Joint Pub 0-2, Joint Pub 1-0, & AFI 10-215					
2.2. AF MAJCOMs and Unified Commands. TR: Joint Pubs 0-2 & 1-02					
2.3. Personnel community to DCAPEs and JOPES TR: Joint Pub 1-0, AFCSM 10-626 Vol II, & AFMAN 10-401					
3. Military Operations Planning Process TR: AFMAN 10-401					
3.1. Explain War and Mobilization Plan (WMP)					
3.2. Operation Plan (OPLAN)					
3.2.1. Explain					
3.2.2. Interpret					
3.3. Explain OPLAN Annexes E, J, and K					
3.4. Other OPLAN Annexes familiarization					
4. Common Deployment Terminology TR: AFMAN 10-401, tasked Oplan, & flowed plan requirements					
4.1. Explain Plan Identifier (PID)					
4.2. Explain TDY Duty Location (TDY GEOLOC)					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
4.3. Supported command/ AFCC					
4.4. Supporting air component command					
4.5. Theater commander in chief (CINC)					
4.6. Theater of operations or area of responsibility					
4.7. Estimated TDY length (ETL)					
4.8. Date required in-place (DRI)					
4.9. Unit Line Number/Line Number (ULN/LNR)					
4.10. Unit Type Code (UTC)					
4.11. Tasked PAS					
4.12. Attached PAS					
<b>C. MANPER-B FAMILIARIZATION</b>					
1. Unpack, setup, and connect MANPER-B. TR:					
2. Setup and operate AT&T 1910 SDD Red-Mini Connective Overview TR: Red-Mini Users Guide					
3. Menu and software function familiarization TR: System					
3.1. PERSCO menu overview					
3.2. Function overview					
3.3. Reports overview					
3.4. Communications overview					
4. Hardware outage reporting requirements					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
<b>D. PREPARING TO DEPLOY</b>					
1. Eligibility for deployment					
2. OPLAN Annex E/CONOPS/Reporting Instructions Review					
3. Supply and equipment kit					
3.1. Building					
3.2. Maintaining					
4. PERSCO Team member roles and responsibilities					
4.1. Team Chief					
4.2. MANPER-B Operator/Accountability					
4.3. Personnel Support					
4.4. Central Site					
5. Complete pre-planning checklist (AFI 10-215)					
6. Security information					
6.1. Classified material. TR: AFI 31-401					
6.2. COMSEC material. TR: AFI 33-207, AFI 33-210, AFI 33-211, & AFI 33-323					
6.3. Preparation of classified and COMSEC material for transportation. TR: AFI 31-401 & AFI 31-601					
6.4. Classified and COMSEC material aboard commercial aircraft. TR: AFI 31-401					
6.5. Privacy Act material. TR: AFI 37-132					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
<b>E. EXECUTION</b>					
1. Review available tasking documents (OPLAN/CONOPS/Reporting Instructions)					
2. Request Red-Mini/SIPRNET logon ID/Password					
3. Ensure STU-III is configured and CIK is valid.					
4. Prepare supply and equipment kit for deployment					
4.1. Inventory					
4.2. Prepare for shipping					
5. Determine MANPER-B requirement for deployment					
6. Inventory/pack mobility and personal bags.					
<b>F. INITIAL ARRIVAL ACTIONS</b>					
1. Establish operating location.					
1.1. Obtain electrical support.					
1.2. Establish secure and unsecure communications.					
1.2.1. Secure and unsecure phone/fax.					
1.2.2. SIPRNET					
1.2.3. Establish message address					
1.2.4. Secure and unsecure email accounts					
1.2.5. Submit Red-Mini login/password request					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
2. Establish in/out-processing procedures.					
2.1. Location					
2.2. Coordinate with support agencies (services/billeting, security forces, finance, transportation, operations, deployed commanders/first sergeants, etc.)					
2.3. Establish initial accountability procedures					
2.3.1. Geographically separated units (GSUs) you may be responsible for IAW CONOPS.					
2.3.2. Personnel arriving via commercial air.					
2.3.3. Personnel arriving via military airlift.					
2.3.4. Personnel that arrived prior to PERSCOs arrival.					
2.3.5. Personnel not using established in-processing facility.					
2.3.6. Transient personnel. (GTN familiarization)					
2.3.7. Enroute personnel					
2.3.8. Other services/countries.					
2.3.9. Civilians/contractors					
2.4. Brief commanders/key staff on PERSCO duties, responsibilities and capabilities.					
2.5. Determine PERSCO Team quarters arrangements.					
2.6. Establish shift schedules					
2.7. Setup MANPER-B.					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
2.8. Prepare and transmit PERSCO Team Status Report.					
2.9. Establish manual files.					
2.10. Establish daily events log.					
2.11. Establish a POC book for commanders/first sergeants/key personnel.					
<b>G. SUSTAINMENT ACTIONS</b>					
1. Limited Personnel program support					
1.1. Awards and decorations. TR: AFI 36-2803, AFI 36-2805, AFI 36-2819, Joint Pub 1-0, Appendix N, Support Command, & local guidance					
1.2. Separation and retirement applications. TR: AFI 10-215, AFI 36-2604, AFI 36-2906, AFI 36-3203, AFI 36-3204, AFI 36-3205, AFI 36-3206, AFI 36-3207, & AFI 36-3208					
1.3. Stop Loss					
(d) Promotion releases. TR: AFI 10-215, AFI 36-2502, & AFI 36-2605					
1.4. Assignment notification procedures/Preference Updates TR: AFI 10-215 & AFI 36-2110					
1.5. DEROS Options					
1.6. Retraining services TR: AFI 10-215, AFI 36-2108, & AFI 36-2626					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
1.7. Reenlistment and extension services TR: AF 10-215 & AFI 36-2606					
1.8. Process Performance Reports					
1.9. Reach-back capabilities					
1.9.1. Email					
1.9.2. Internet					
1.9.3. AFPC Call Center					
1.9.4. Home Station MPF					
2. Forms					
2.1. DD Form 93 TR: AFI 36-3002					
2.1.1. Complete					
2.1.2. Process					
2.2. VA Form 29-8285 (SGLI) TR: AFI 36-3008 & VA Handbook 29-75-1					
2.2.1. Complete					
2.2.2. Process					
2.3. SGLV Form 8286 TR: AFI 36-3008 & VA Handbook 29-75-1					
2.3.1. Complete					
2.3.2. Process					
2.4. AF Form 972 TR: AFI 10-215 & AFI 36-3003					
2.4.1. Complete					
2.4.2. Interpret					
2.4.3. Process					
2.5. AF Form 245 TR: AFI 10-215					



<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
2.5.1. Complete					
2.5.2. Interpret					
2.5.3. Process					
2.6. DD Form 1610 or CED TDY orders TR: AFI 10-215					
2.6.1. Complete					
2.6.2. Interpret					
2.6.3. Process					
2.7. AF Form 1411					
2.7.1. Complete					
2.7.2. Process					
2.8. DD Forms 4-1/4-2					
2.8.1. Complete					
2.8.2. Process					
3. Accountability					
3.1. ERMD management					
3.1.1. Produce					
3.1.2. Explain					
3.2. Requirement Mismatch Report					
3.2.1. Produce					
3.2.2. Analyze					
3.3. Duplicate Position Report					
3.3.1. Produce					
3.3.2. Analyze					
3.4. Unfilled Requirements Report					
3.4.1. Produce					
3.4.2. Analyze					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
3.5. Duty Status Program					
3.5.1. Establish					
3.5.2. Produce and Process Duty Status Change Report					
3.6. Locally Defined Reports					
3.6.1. Produce Alpha Roster					
3.6.2. Billeting Roster					
3.7. Discrepancy report TR: AFI 10-215					
3.7.1 Explain purpose					
3.7.2. Prepare					
3.8. Replacement/Filler Actions					
3.8.1. Process Blitz Message					
3.8.2. Establish rotation requirements					
3.9 TDY Tour length extensions					
3.9.1. Coordination Process					
3.9.2. Request appropriate waiver(s)					
3.10. Establish DPT Processing Schedule					
3.11. Forward Deployments					
3.11.1. Out-process					
3.11.2. Report					
4. Casualty Reporting TF: AFI 36-3002, Ch 2					
4.1. Coordination with appropriate agencies					
4.2. Categories					
4.3. Casualty Status					
4.4. Reporting Process					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
4.4.1. AFPC					
4.4.2. Casualty Messages					
4.4.3. Confirmation of delivery					
4.5. Reporting non-Air Force Casualties					
4.5.1. Other services					
4.5.2. Civilians					
4.5.3. Contractors					
4.5.4. Foreign Nationals					
5. Commanders SITREP					
5.1. Purpose					
5.2. Provide personnel inputs					
6. Emergency Leave Procedures					
<b>H. REDEPLOYMENT ACTIONS</b>					
1. Project/coordinate PERSCO team draw down schedule with commander					
2. Establish out-processing procedures					
3. Finalize lessons learned					
<b>I. RECONSTITUTION ACTIONS</b>					
1. Inventory / restock supplies and equipment packages					
2. After Action Report (AAR)					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
2.1. Create					
2.2. Submit					
3. Post-deployment training					

***Section A3 - Air Force Job Qualification Standard 3S0X1-002 (DCAPES & MANPER-B)***

DEPARTMENT OF THE AIR FORCE  
Headquarters, US Air Force  
Washington DC 20330-5020

AFJQS 3S0X1-002  
October, 2001

**Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and  
Manpower and Personnel Module - Base Level  
(MANPER-B) System Operator**

1. **PURPOSE:** This Air Force Job Qualification Standard (AFJQS) identifies the tasks required by a MANPER-B system operator. This document is to be used to plan and record all training related to the MANPER-B system.

2. **CERTIFICATION PROCEDURES:** Training and certification will be provided by personnel qualified on tasks. When training is initiated, write a start date in the "Start Date" block. When training for a task is completed and the member is qualified, the trainer will initial the "Trainer's" block, the trainee will initial the "Trainee's Initial" block, and enter the date training was completed in the "Completion Date" block. Personnel must be trained and certified on all items, with the following exceptions:

- a. For In-Garrison operators, those tasks preceded by an asterisk (\*).
- b. For PERSCO operators, those tasks preceded by a pound sign (#).

**NOTE:** Air Force Reserve and Air National Guard personnel performing both Manpower and Personnel functions must complete items preceded by an asterisk, which relate to Manpower functionality.

3. **QUALIFICATION STANDARDS:** Personnel are trained and qualified to the GO/NO-GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions, user's manuals, and maintenance manuals.

4. **IDENTIFICATION:** The trainee's name and SSAN must be printed in ink, pencil, or typewritten on this AFJQS in the identification block provided.

5. **GENERAL MANAGEMENT ISSUES:**

a. This JQS will be maintained in the member's OJT record for personnel (MSgt and below) performing primary duties, which include the operation of the MANPER-B computer system. This JQS will be maintained in the PERSCO training folder for personnel requiring its use solely because of their PERSCO tasking.

b. Trainees will use this JQS in conjunction with their primary duty related training standards (i.e. STS and AFJQS).

c. Automation of this JQS is authorized; however, a master copy must be available for reference.

6. SUPPLEMENTS, CORRECTIONS, AND RECOMMENDATIONS FOR CHANGES: This JQS may be supplemented at any level; however, supplements must be coordinated through AFPC/DPWRO. All corrections and recommendations for change will be submitted to AFPC/DPWRO.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

RICHARD E. BROWN, III, Major General, USAF  
Deputy Chief of Staff, Personnel

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
<b>A. INITIAL SET-UP</b>					
1. Unpack, set-up, and connect MANPER-B equipment. (Ref: AFCSM 10 -626, Vol II-B Para 4.3)					
2. Complete equipment inventory, locate serial numbers. (Ref: AFCSM 10 -626, Vol II-B Para 4.2)					
3. Set System Defaults to Reflect Operating Location (Ref: AFCSM 10 -626, Vol II-B, Para 4.43)					
4. Set-up and operate Secure Data Device (SDD). (Ref: Secure Data Device Model 1900/1910 User's Guide)					
5. Set-up and manage a MANPER-B supply/equipment account. (Ref: Local Automated Data Processing Equipment (ADPE) procedures)					
6. Check system configuration to ensure all files are resident. (Ref: AFCSM 10 -626, Vol II-B, Para 4.3)					
7. Explain the purpose of maintaining MANPER-B standard directory structure and organization on C drive. (Ref: AFCSM 10 -626, Vol II-B, Para 4.4)					
<b>B. CLOSE DOWN</b>					
1. Power-down and disconnect MANPER-B system. (Ref AFCSM 10 -626, Vol II-B, Atch 4)					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
2. Pack MANPER-B system to be hand-carried. (Ref: AFCSM 10 -626, Vol II-B, Para A.3.2.4)					
<b>C. CONCEPT OF DEPLOYMENT</b>					
1. Explain the overall deployment concept and functional responsibilities (i.e. personnel, manpower, IDO, unit deployment managers). (Ref: AFI 10-401), AFCSM 10 -626, Vol II-B, and The Contingency Wartime Planners Course (see note 1)					
2. Explain Personnel's relation to DCAVES. (Ref: AFI 10-401, and The Contingency Wartime Planners Course (see note 1))					
3. Explain Manpower's relation to DCAVES. (REF: AFI 10-401)					
*4. Explain employment location reception processing (PERSCO) concept. (Ref: AFI 10-215)					
5. Explain the difference between the PERSCO Module and MAIN Module.					
<b>D. DATABASE MANAGEMENT</b>					
1. Identify MANPER-B databases by purpose, data source, OPR, and content summary.					
2. Explain the relationships between databases.					
3. Explain the use and Complete functions of applications located on the menu bar. (Ref: AFCSM 10 -626, Vol II-B)					
4. Explain purpose of AF PAS Database					
5. Explain how to Update AF PAS file					



<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
6. Build plan requirements (Ref: AFCSM 10 -626, Vol II-B, Para 10)					
6.1. Using Plan File Build option.					
6.2. Using Record View Options.					
6.3. Using Copy, Cut and Paste functions					
7. Assign personnel to plan requirements: (Ref: AFCSM 10 -626, Vol II-B, Para 10)					
7.1. Using the PRF Update from Plans option.					
7.2. Using individual updates.					
8. Explain how to read, interpret, and take appropriate actions on the “Daily Transaction Report”. (Ref: AFCSM 10-626 Vol II-B, Para 16.4)					
<b>E. MANFOR MANAGEMENT (Ref: AFCSM 10 -626, Vol II-B, Section 7)</b>					
1. Explain the purpose of MANFOR Function					
2. Perform MANFOR Update Actions					
2.1. Load MANFOR.					
2.2. Update Plan records.					
3. Build nonstandard (Z99) and tailored UTC records by appending/copying MANFOR UTC Title and Detail records.					
<b>F. SYSTEM MAINTENANCE</b>					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
1. Identify and perform safety measures (i.e. turn power off, remove CPU power cord from CPU, and so on) related to the MANPER-B system. (Ref: AFCSM 10 -626, Vol II-B)					
2. Perform routine maintenance on all system components. (Ref: AFCSM 10 -626, Vol II-B)					
3. Complete system backup. (Ref: AFCSM 10 -626, Vol II-B, Para 17.1)					
3.1. Complete an in-system backup using the "Backup/Restore File" routine within the MANPER-B software.					
3.2. Explain how often files should be backed-up and which method (in-system or Jaz) should be used.					
3.3. Explain the purpose and use of the Secure Copy Function (Ref: AFCSM 10-626, Vol II-B, Section 20)					
4. Complete a system restore. (Ref: AFCSM 10 -626, Vol II-B, Para 17.2)					
4.1. Restore all files from an in-system backup.					
4.2. Restore all files from a Jaz cartridge.					
5. Change System Defaults. (Ref: AFCSM 10 -626, Vol II-B, Para 14.5)					
6. Compress large files using WinZip					
7. Troubleshoot system. (Ref: AFCSM 10 -626, Vol II-B)					
8. Outage reporting. (Ref: AFCSM 10-626, Vol II-B, Para 2.6)					
9. Perform routine clearing of saved filters and sorts. (Ref: AFCSM 10 -626, Vol II-B)					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
10. Scan floppy /hard disk for viruses. (Ref: AFCSM 10-626, Vol II-B, Para 3.4)					
<b>G. REPORTS</b> (Ref: AFCSM 10-626, Vol II-B, Section 16)					
1. Run Standard Reports.					
2. Develop, edit, and print TDY orders and amendments.					
3. Develop, edit, and print Locally Defined Reports.					
4. Sort report output by other than the default sort.					
5. Filter report selections.					
5.1. Perform the Sub-string function.					
5.2. Use Operators when developing reports (=,<,>,#,\$,).					
5.3. Use Connectors when developing reports (AND, OR, OR..NOT, AND..NOT).					
<b>H. EXPORT/IMPORT DATA BASE FILES</b>					
1. Export files. (Ref: AFCSM 10 - 626, Vol II-B, Para 5.14)					
2. Import files. (Ref: AFCSM 10 - 626, Vol II-B, Para 5.15)					
<b>I. DATA PATTERN TRAFFIC</b>					
1. Process Incoming DPT. (Ref: AFCSM 10 -626, Vol II-B, Para 5.2)					
2. Process Outgoing DPT. (Ref: AFCSM 10 -626, Vol II-B, Para 5.6)					
3. Correct DPT Sequence Control. (Ref: AFCSM 10 -626, Vol II-B)					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
4. Identify Status Code Formats. (Ref: AFCSM 10 -626, Vol II-B, Table 18.15)					
5. Explain the purpose of DPT Holdover. (Ref: AFCSM 10 -626, Vol II-B, Para 5.3)					
5.1. Process, view, or delete incoming holdover packages.					
5.2. Clear/delete outgoing holdover packages.					
6. Explain the purpose/use of DPT Logs. (Ref: AFCSM 10 -626, Vol II-B, Para 16.2.1.1)					
7. Create a Reservice DPT package for one addressee (outgoing)					
<b>J. MILMOD INTERFACE OPERATIONS</b>					
1. Process the PRF Replace File into the MANPER-B system (Ref: AFCSM 10 -626, Vol II-B, Para 5.9)					
2. Write PDS transactions thru PCIII to MilMod (Ref: AFCSM 10-626, Vol II-B)					
<b>K. STRENGTH ACCOUNTABILITY PROCEDURES</b>					
1. Load mini-records to MANPER-B database using the PERSCO Module (Ref: AFCSM 10 -626, Vol II-B, Para 14.6.1)					
2. Generate correct DPT packages, using the PERSCO Module, for TDY Confirmation of Arrival, TDY Return Date, Redeployment, and so on. (Ref: AFCSM 10 -626, Vol II-B, Section 14)					
3. Create, edit, delete and print Locally Defined Reports, using the PERSCO Module. (Ref: AFCSM 10 -626, Vol II-B, Para 16.2)					

<b>Task</b>	<b>Start Date</b>	<b>Comp Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>	<b>Cert Officials</b>
4. Transfer data/files via secure means (Red-Mini User's Guide).					
<b>L. CLASSIFIED OPERATIONS</b>					
1. Know purpose of Computer Security Support Plan.					
1.1. Explain procedures to operate system in a classified environment.					
1.2. Explain safeguards for handling/storing of classified information (output media and hardware).					
2. Determine classification of a Plan (Ref: CSSP and governing Oplan)					
3. Determine classification of a generated report (Ref: CSSP and governing Oplan)					

NOTES:

1- The Contingency/Wartime Planning Course (course number - MCADRE002) is an Air University Course taught at Maxwell AFB AL.

## SECTION B - COURSE OBJECTIVE LIST

**4. Measurement.** Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

**5. Standard.** The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

**6. Proficiency Level.** Most tasks performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

**7. Course Objective.** These objectives are listed in the sequence taught by Block of Instruction.

### 7.1. Initial Skills Course:

#### 7.1.1. Block I - Orientation, Computer Operations, and Keyboarding

7.1.1.1. Using SG 1-1 and a computer, perform a series of operating system actions IAW a locally devised checklist. STS: 2.2.4 Meas: PC/W

7.1.1.2. Using SG 1-1, a computer and a narrative, perform internet functions IAW a locally devised checklist. STS: 2.3 Meas: PC/W

7.1.1.3. Using SG 1-1 and a computer, perform a series of word processing actions IAW a locally devised checklist. STS: 2.2.1, 2.3 Meas: PC/W

7.1.1.4. Using SG 1-1 and a computer, prepare an Air Force memorandum. STS: 2.2.1, 2.3, 3.1.1 Meas: PC/W

7.1.1.5. Using SG 1-1 and a computer, perform a series of spreadsheet actions IAW a locally devised checklist. STS: 2.2.3. Meas: PC/W

7.1.1.6. Using SG 1-1 and a computer, perform a series of database actions IAW a locally devised checklist. STS: 2.2.2. Meas: PC/W

7.1.1.7. Using SG 1-1 and a computer, perform a series of presentation graphics actions IAW a locally devised checklist. STS: 2.2.5. Meas: PC/W

- 7.1.1.8. Using SG 1-1 and a computer, perform a series of E-mail actions IAW a locally devised checklist. STS: 2.2.6, 3.1.2 Meas: PC/W
- 7.1.1.9. Using SG 1-1 and a computer, perform publication management functions IAW a locally devised checklist. STS: 2.3, 3.4 Meas: PC/W
- 7.1.1.10. Using SG 1-1 and a computer, perform forms management functions IAW a locally devised checklist. STS: 2.3, 3.5 Meas: PC/W
- 7.1.1.11. Using a computer and typing tutor, keyboard 18 words per minute with 94% accuracy on 1 of 3 three-minute timed writings. STS: 2.1. Meas: PC

## **7.1.2. Block II - Introduction to Personnel and Keyboarding**

- 7.1.2.1. Discuss the Personnel Life Cycle. STS: None Meas: None
- 7.1.2.2. Identify facts pertaining to the personnel community. STS: 1.1.1.1, 1.1.1.2, 1.1.1.3.3, 1.1.1.4.3, 1.1.2, 1.1.3.1, 1.1.3.2, 1.1.3.3, 1.1.4 Meas: W
- 7.1.2.3. Identify facts pertaining to the structure of the personnel career field. STS: 1.2.1.1, 1.2.1.2 Meas: W
- 7.1.2.4. Identify facts pertaining to the distribution of correspondence. STS: 3.2.1, 3.2.2 Meas: W
- 7.1.2.5. Identify facts pertaining to administrative files. STS: 3.3 Meas: W
- 7.1.2.6. Identify facts pertaining to disclosure of information. STS: 6.1.1, 6.1.2 Meas: W
- 7.1.2.7. Identify facts pertaining to customer referrals. STS: 8.47 Meas: W
- 7.1.2.8. Using a scenario, apply customer communication techniques IAW a locally devised checklist. STS: 3.6.1, 3.6.2 Meas: PC/W
- 7.1.2.9. Using a scenario, conduct an interview IAW a locally devised checklist. STS: 3.6.3. Meas: PC/W
- 7.1.2.10. Using a computer and typing tutor, keyboard 19 words per minute with 94% accuracy on 1 of 3 three-minute timed writings. STS: 2.1 Meas: PC

### **7.1.3. Block III – Commander’s Support Staff, Personnel Concept-III, and Keyboarding**

- 7.1.3.1. Identify facts pertaining to quality force management. STS: 6.5.6, 8.14, 8.15, 8.16, 8.17  
Meas: W
- 7.1.3.2. Identify facts pertaining to the Weight and Body Fat Management Program. STS: 6.5.5, 8.53 Meas: W
- 7.1.3.3. Using (Extract) DFAS-ME Manual 177-373, Vol II, a completed AF Form 988, and a partially completed AF Form 1486, accomplish procedures to monitor the Unit Leave Program IAW a locally devised checklist. STS: 2.3., 3.5., 8.48. Meas: PC/W
- 7.1.3.4. Identify facts pertaining to subsistence. STS: 8.49, 8.51 Meas: W
- 7.1.3.5. Identify facts pertaining to performance feedback. STS: 8.30 Meas: W
- 7.1.3.6. Identify facts pertaining to Personnel Concept-III. STS: 4.7.1.1, 4.7.1.2, 4.7.2 Meas: W
- 7.1.3.7. Using a computer and SG 3-1, accomplish procedures pertaining to Personnel Concept-III system fundamentals IAW a locally devised checklist. STS: 4.7.3.1, 4.7.3.1.2, 4.7.3.2.2, 4.7.3.2.3, 4.7.3.2.4, 4.7.3.3, 4.7.3.4 Meas: PC/W
- 7.1.3.8. Identify actions pertaining to PC-III forms. STS: 4.7.3.9. Meas: W
- 7.1.3.9. Identify facts pertaining to SURF access. 4.7.3.12. Meas: W
- 7.1.3.10. Using a computer, SG 3-1, construct FOCUS queries IAW a locally devised checklist. STS: 4.7.3.2.1, 4.7.3.2.2, 4.7.3.2.3, 4.7.3.2.4, 4.7.3.3, 4.7.3.4, 4.7.3.7 Meas: PC/W
- 7.1.3.11. Using a computer and SG 3-1, perform a series of PC-III updates IAW a locally devised checklist. STS: 4.7.3.1, 4.7.3.2.1, 4.7.3.2.2, 4.7.3.2.3, 4.7.3.2.4, 4.7.3.4, 4.7.3.5, 4.7.3.6 Meas: PC/W
- 7.1.3.12. Using a computer and SG 3-1, accomplish procedures pertaining to the Office Automation Area’s Menu Bars. STS: 4.7.3.1., 4.7.3.2.1., 4.7.3.2.2., 4.7.3.2.3., 4.7.3.2.4., 4.7.3.4., 4.7.3.5., 4.7.3.10. Meas: PC/W
- 7.1.3.13. Using a computer and typing tutor, keyboard 21 words per minute with 95% accuracy on 1 or 3 four minute timed writings. STS: 2.1 Meas: PC



#### **7.1.4 Block IV - Personnel Relocations, Employment Section, Readiness, Briefing Preparation, and Keyboarding**

- 7.1.4.1. Using SG 4-1, and a narrative, accomplish procedures to process special duty assignment applications IAW a locally devised checklist. STS: 8.1.1. Meas: PC/W
- 7.1.4.2. Identify facts pertaining to unique assignment applications. STS: 8.1.3., 8.40. Meas: W
- 7.1.4.3. Identify facts pertaining to active duty service commitments. STS: 8.55. Meas: W
- 7.1.4.4. Identify facts pertaining to relocation procedures. STS: 8.2.1.1., 8.2.1.2., 8.2.2.1., 8.2.2.2., 8.2.3.1., 8.2.3.2., 8.2.4.2., 8.2.4.3. Meas: W
- 7.1.4.5. Identify facts pertaining to dependent travel. STS: 8.2.2.5. Meas: W
- 7.1.4.6. Identify facts pertaining to administrative separations. STS: 8.2.3.5., 8.2.4.1. Meas: W
- 7.1.4.7. Identify facts pertaining to separation documents. STS: 8.2.3.6., 8.2.4.4. Meas: W
- 7.1.4.8. Using (Extract) AFI 36-2102, AFI 37-128, and AFI 65-103, a computer, and narratives, accomplish procedures to prepare administrative orders IAW a locally devised checklist. STS: 2.3, 3.13, 3.5, 8.2.2.3, 8.2.3.3 Meas: PC/W
- 7.1.4.9. Identify facts pertaining to assignment availability. STS: 6.5.1.1., 6.5.1.2. Meas: W
- 7.1.4.10. Identify facts pertaining to assignment limitations. STS: 6.5.2.1., 6.5.2.2. Meas: W
- 7.1.4.11. Identify facts pertaining to overseas assignments. STS 8.11.1., 8.11.2., 8.11.3., 8.11.4. Meas: W
- 7.1.4.12. Identify facts pertaining to duty information updates. STS 8.8.1., 8.8.2., 8.8.3. Meas: W
- 7.1.4.13. Identify facts pertaining to in-processing actions. STS: 8.9. Meas: W
- 7.1.4.14. Identify facts pertaining to maintaining manning rosters. STS: 8.5. Meas: W
- 7.1.4.15. Identify facts pertaining to the Air Force Classification System. STS: 8.12.1.1., 8.12.2.1., 8.12.2.2., 8.12.2.3. Meas: W
- 7.1.4.16. Identify facts pertaining to monitoring DAFSC versus CAFSC. STS: 8.7. Meas: W
- 7.1.4.17. Identify facts pertaining to airman retraining program. STS: 8.4. Meas: W
- 7.1.4.18. Identify facts pertaining to the Personnel Reliability Program. STS: 8.10. Meas: W

- 7.1.4.19. Identify facts pertaining to military operations planning. STS: 7.9.1., 7.9.2. Meas: W
- 7.1.4.20. Identify facts pertaining to DCAPES MANPER B/M. STS: 7.8. Meas: W
- 7.1.4.21. Identify facts pertaining to deployment processing. STS: 7.2., 7.6.1., 7.6.3. Meas: W
- 7.1.4.22. Identify facts pertaining to contingency command relationships. STS: 7.6.4., 7.7.1., 7.7.2. Meas: W
- 7.1.4.23. Identify facts pertaining to PERSCO. STS: 7.5.1., 7.5.2. Meas: W
- 7.1.4.24. Identify facts pertaining to the Duty Status Program. STS: 8.6. Meas: W
- 7.1.4.25. Using ST 2-1 and given a topic, prepare a briefing IAW a locally devised checklist. STS: 2.2.1., 2.2.5., 3.6.4 Meas: PC/W
- 7.1.4.26. Using a computer and typing tutor, keyboard 23 words per minute with 95% accuracy on 1 of 3 four minute timed writings. STS: 2.1. Meas: PC

### **7.1.5 Block V – Career Enhancement, Customer Service, Briefing Preparation, and Keyboarding**

- 7.1.5.1. Identify facts pertaining to enlisted promotions. STS: 8.25. Meas: W
- 7.1.5.2. Identify facts pertaining to promotion eligibility codes. STS: 6.5.3. Meas: W
- 7.1.5.3. Identify facts pertaining to demotion actions. STS: 8.27. Meas: W
- 7.1.5.4. Identify facts pertaining to the use of computerized promotion products. STS: 8.26. Meas: W
- 7.1.5.5. Identify facts pertaining to line-of-duty determinations. STS: 8.18. Meas: W
- 7.1.5.6. Identify facts pertaining to enlisted performance reports. STS: 8.29. Meas: W
- 7.1.5.7. Identify facts pertaining to officer performance reports. STS: 8.28. Meas: W
- 7.1.5.8. Identify facts pertaining to reenlistments. STS: 6.5.4., 8.32.1., 8.33.1. Meas: W
- 7.1.5.9. Identify facts pertaining to extensions of enlistment. STS: 8.32.3. Meas: W
- 7.1.5.10. Identify facts pertaining to awards and decorations. STS: 8.36. Meas: W

- 7.1.5.11. Using (Extract) AFI 36-2604 and scenarios, accomplish procedures pertaining to computing service dates IAW a locally devised checklist. STS: 8.20. Meas: PC/W
- 7.1.5.12. Using (Extract) AFI 36-2608, an AF Form 10 and selected source documents, maintain the Unit Personnel Record Group (UPRG) IAW a locally devised checklist. STS: 6.2.2. Meas: PC/W
- 7.1.5.13. Identify procedures pertaining to the disposition of the AF Form 10, Unit Personnel Record Group (UPRG). STS: 6.2.1. Meas: W
- 7.1.5.14. Identify facts pertaining to the INTRO program. STS: 8.37. Meas: W
- 7.1.5.15. Identify actions pertaining to identification cards. STS: 8.39.1., 8.39.2., 8.39.3. Meas: W
- 7.1.5.16. Identify procedures pertaining to emergency data. STS: 2.3., 3.5., 8.41.1., 8.41.2. Meas: W
- 7.1.5.17. Identify facts pertaining to the processing of emergency data, DD Form 93. STS: 8.41.2 Meas: W
- 7.1.5.18. Identify facts pertaining to Immigration and Naturalization Service. STS: 8.44. Meas: W
- 7.1.5.19. Using a computer, (Extract) AFI 36-3002, a DD Form 93, and a narrative, accomplish procedures pertaining to emergency data. STS: 2.3, 3.5, 8.41.1 Meas: PC/W
- 7.1.5.20. Identify procedures pertaining to Servicemen's Group Life Insurance (SGLI). STS: 2.3., 3.5., 8.43.1. Meas: W
- 7.1.5.21. Using PAC ST 2-1 and given a topic, conduct a briefing IAW a locally devised checklist. STS: 2.2.1., 2.2.5., 3.6.4. Meas: PC/W
- 7.1.5.22. Using a computer and typing tutor, keyboard 25 words per minute with 96% accuracy on 1 of 3 four-minute timed writings. STS: 2.1. Meas: PC

## **BLOCK VI – MilMOD, MILMOD APPLICATIONS, CONDUCT BRIEFING, AND KEYBOARDING.**

- 7.1.6.1. State the principles of system security safeguards. STS: 4.1. Meas: W
- 7.1.6.2. Identify facts pertaining to data flow. STS: 4.2. Meas: W

- 7.1.6.3. Using AFCSM 36-699, Vol I and a computer, accomplish procedures to log on to MILMOD IAW a locally devised checklist. STS: 5.1. Meas: PC/W
- 7.1.6.4. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to navigate in MILMOD IAW a locally devised checklist. STS: 5.2. Meas: PC/W
- 7.1.6.5. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to manipulate MILMOD folders IAW a locally devised checklist. STS: 5.3.1., 5.3.2. Meas: PC/W
- 7.1.6.6. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to execute MILMOD queries IAW a locally devised checklist. STS: 5.4.1., 5.4.2., 5.6. Meas: PC/W
- 7.1.6.7. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish MILMOD updates IAW a locally devised checklist. STS: 5.7. Meas: PC/W
- 7.1.6.8. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to use MILMOD help screens IAW a locally devised checklist. STS: 5.8. Meas: PC/W
- 7.1.6.9. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to request MILMOD products IAW a locally devised checklist. STS: 5.9. Meas: PC/W
- 7.1.6.10. Using AFCSM 36-699, Vol I, a computer, and a narrative, accomplish procedures to clear the transaction register IAW a locally devised checklist. STS: 4.5. Meas: PC/W
- 7.1.6.11. Using AFCSM 36-699, Vol I, a computer, and a narrative accomplish actions to request MILMOD reports IAW a locally devised checklist. STS: 5.10. Meas: PC/W
- 7.1.6.12. Identify facts pertaining to local data. STS: 5.11. Meas:
- 7.1.6.13. Identify facts pertaining to local tables. STS: 4.3. Meas: W
- 7.1.6.14. Identify facts pertaining to DJMS actions. STS: 4.4. Meas: W
- 7.1.6.15. Identify facts pertaining to batch processing. STS: 5.12. Meas: W
- 7.1.6.16. Identify facts pertaining to adhoc query tools. STS: 5.1.3 Meas: W
- 7.1.6.17. Using a computer and a narrative, complete MILMOD update actions IAW a locally devised checklist. STS: 5.7 Meas: PC

- 7.1.6.18. Using (Extract) AFI 36-2102, AFI 37-128 and AFI 65-103, a computer, and narratives, complete actions to prepare temporary duty administrative duty orders IAW a locally devised checklist. STS: 2.3., 3.1.3., 3.5., 8.2.1.3 Meas: PC/W
- 7.1.6.19. Using AFCSM 36-699, Vol I, a computer and a narrative, complete personnel action change requests IAW a locally devised checklist. STS: 3.1.4., 4.7.3.9. Meas: PC/W
- 7.1.6.20. Using ST 2-1 and given a topic, conduct a briefing IAW a locally devised checklist. STS: 3.6.5 Meas: PC/W
- 7.1.6.21. Using a computer and typing tutor, keyboard 25 words per minute with 96% accuracy on 1 of 3 five-minute timed writings. STS: 2.1. Meas: PC

## **7.2. Advanced Skills Course:**

### **7.2.1. Block I – Personnel Operations**

- 7.2.1.1. State principles of the functional structure of the personnel community. STS: (1.1.1.1, 1.1.1.2, 1.1.1.3.1, 1.1.1.3.2, 1.1.4, 1.1.1.4.1, 1.1.1.4.2) Meas: W
- 7.2.1.2. Determine actions associated with using Transaction Registers. STS: 4.6 Meas: W
- 7.2.1.3. State principles of the Defense Joint Military Pay System (DJMS). STS: 4.4 Meas: W
- 7.2.1.4. State principles of operations planning. STS: 7.9.1, 7.9.2 Meas: W
- 7.2.1.5. State principles of mobilization planning. STS: 7.1, 7.3.1, 7.3.2 Meas: W
- 7.2.1.6. State principles of deployment processing. STS: 7.2 Meas: W
- 7.2.1.7. State principles of Personnel Support for Contingency Operations (PERSCO). STS: 7.5.2, 7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.7.1, 7.7.2, 7.8, 7.9.1, 7.9.2, 7.9.3, 7.9.4, Meas: W
- 7.2.1.8. State principles of the duties and responsibilities of the personnel craftsman. STS: 1.2.3.1, 1.2.3.2 Meas: W
- 7.2.1.9. Analyze scenarios concerning managing work assignments. STS: 9.3 Meas: W
- 7.2.1.10. State principles of work controls. STS: 9.2.1 Meas: W
- 7.2.1.11. Analyze scenarios concerning orientation of new personnel. STS: 9.1 Meas: W
- 7.2.1.12. State principles of work performance standards. STS: 9.2.2, 9.4 Meas: W

- 7.2.1.13. State principles of resolving technical problems. STS: 9.5 Meas: W
- 7.2.1.14. State principles of civilian employee management. STS: 9.6 Meas: W
- 7.2.1.15. Identify facts pertaining to manpower policies. STS: 10.1, 10.2 Meas: W
- 7.2.1.16. State principles of the Air Force budget system. STS: 11 Meas: W
- 7.2.1.17. State principles of self-assessment. STS: 6.3.1, 6.3.2 Meas: W
- 7.2.1.18. State principles of in-house training. STS: 6.4 Meas: W
- 7.2.1.19. State principles of stress management. STS: 9.7, 9.8 Meas: W

## **7.2.2. Block II – Personnel Programs**

- 7.2.2.1. State principles of Special Duty Assignment Pay (SDAP). STS: 8.13 Meas: W
- 7.2.2.2. State principles of the Personnel Reliability Program (PRP). STS: 8.10 Meas: W
- 7.2.2.3. Identify facts pertaining to the monitoring of DAFSC vs CAFSC: 8.7 Meas: W
- 7.2.2.4. Using AFI 36-2604 and scenarios accomplish actions pertaining to computing service dates IAW a locally devised checklist. STS: 8.20 Meas: PC
- 7.2.2.5. State principles of adverse administrative actions. STS: 8.14, 8.15, 8.16, 8.17  
Meas: W
- 7.2.2.6. State principles of Line of Duty determinations (LOD). STS: 8.18 Meas: W
- 7.2.2.7. State the principles associated with enlisted promotion actions . STS: 8.25, 8.26, 8.27  
Meas: W
- 7.2.2.8. State principles of officer promotion actions. STS: 8.24 Meas: W
- 7.2.2.9. Use customer relations techniques. STS: 3.6.1 Meas: W

## Section C - Support Materials

8. The following list of support materials is not all-inclusive; it covers the most frequently referenced areas.

8.1. Qualification Training Packages are found on the career field manager web site. The web address is <https://www.afpc.randolph.af.mil/pcfm/>.

8.2. AETC Distance Learning Programs are listed on the 2<sup>nd</sup> Air Force web page (<https://hq2af.keesler.af.mil/DstLearn/dl.htm>) and explains the procedures on how to enroll in courses. It provides an update to date listing of current courses and the schedule for any Interactive Television broadcasts conducted each year.

## Section D - Training Course Index

9. **Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

### 10. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
E3ABR3S031-005	Personnel Apprentice	Keesler
E3ACR3S071-002 E6ADL3S071-000	Personnel Craftsman	Keesler
E3AZR3S071-012	PERSCO Training	Keesler
E3AZR3S071-013/ E4AST3S071-013	MANPER-B Training	Keesler

### 11. Extension Course Institute (ECI) Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>
3S051A/B	Personnel Journeyman

### 12. Exportable Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
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- None -

### 13. Courses Under Development/Revision

<u>COURSE NUMBER</u>	<u>TITLE</u>
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- None -





## ***Section E - MAJCOM Unique Requirements***

### **1. Air Force Reserve Command (AFRC)**

**2. Purpose:** This part applies to all 3S0X1 personnel assigned to the Air Force Reserve.

**3. Additional Journeyman (5-skill level) Training Requirements:** Upon completion of 3-level technical school, trainers will ensure the trainee is provided training on core tasks and duty position tasks identified in this AFRC Job Qualification Standard (JQS) prior to upgrade to the 5-skill level. These tasks are in addition to 5-level core tasks and duty position tasks identified in Part II, Section A, of the CFETP.

**4.** This JQS shows when a qualification training package (QTP) is available. An asterisk “\*” in the “QTP” column indicates the items addressed in the QTP. This QTP is optional for use and supervisors can make modifications as necessary. There are no restrictions in supervisors/ trainers developing their own QTP. The AFRC 3S0X1 QTP is available from the HQ AFRC 3S0X1 Functional Manager at HQ AFRC/DPXM, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 or DSN 497-1352/1265.

**5.** The AF Reserve Command Education and Training Career Path, Figure 1, outlines when training is required for each skill level and function within this specialty.

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
1. GENERAL:							
1.1. Mission of the Air Force Reserve							
2. MPF							
2.1. USAFR retraining program TR: AFMAN 36-8001							
2.1.1. Process voluntary retraining application							
2.1.2. Process an involuntary retraining application							
2.2. Accomplish Reserve Management Vacancy System (RMVS) actions TR: AFRC/CV Letter, 18 May 93, Implementation of RMVS		*					
2.3. Air Reserve Technician (ART) Assignments TR: AFCSM 36-699, Vol 1; AFMAN 36-203/AFRC Sup; AFI 36-108; AFMAN 36-2105/2108		*					
2.3.1. Certify military qualifications							
2.3.2. Process Referral for Consideration, DD Form 359							
2.3.3. Process Request for Personnel Action, SF 52							
2.3.4. Update ART ID in PDS							
2.4. Process overgrade/undergrade/overage waivers TR: AFI 36-2115							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.5. Process appointment of commander (AF Form 35, Request and Authorization for Assumption of/Appointment to Command) TR: AFI 51-604/AFRC Sup 1, AFI 36-2115							
2.6. Process Manpower Change Request, AFRC Form 106 TR: AFRCI 38-201							
2.7. Receive and Process AF Form 2096 TR: AFCSM 36-699, Vol 1							
2.8. Perform TDY processing actions TR: AFCSM 36-699, Vol 1; AFI 36-2115; AFI 36-2101; AFI 33-328; AFMAN 37-139 2.8.1. Prepare TDY folder							
2.8.2. Complete processing checklist							
2.8.3. Update duty status							
2.8.4. Prepare order							
2.9. Perform assignment processing actions TR: AFCSM 36-699, Vol 1; AFI 36-2115; AFI 36-2102; AFI 33-328; AFMAN 37-139; AFI 36-2608							
2.9.1 Process Application for Ready Reserve Assignments, AF Form 1288 or memorandum requesting reassignment							
2.9.2. Update PDS to project assignment							
2.9.3. Prepare a relocation folder							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.10. Perform separation actions TR: AFI 36-3209; AFI 36-2102; AFSCM 36-699, Vol 1; AFI 37-139; AFI 36-2608; AFI 36-3202							
2.10.1. Process request for separation		*					
2.10.2. Process discharge package							
2.10.3. Update PDS							
2.10.4. Prepare relocation folder							
2.10.5. Complete processing checklist							
2.10.6. Prepare order							
2.10.7. Complete separation documents (DD Form 256AF/DD Form 214)		*					
2.11.. Perform retirement actions TR: AFI 36-3209; AFI 36-3203; AFI 36-2102; AFSCM 36-699, Vol 1; AFI 37-139; AFI 36-2608							
2.11.1. Process retirement application							
2.11.2. Update PDS							
2.11.3. Complete processing checklist							
2.11.4. Prepare relocation folder							
2.11.5. Prepare retirement certificates							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.12. USAFR High Year of Tenure (HYT) TR: AFI 36-2612							
2.12.1. Identify members with HYTD within next 14 months							
2.12.2. Process request for extension of HYTD							
2.12.3. Notify HQ AFRC/DPML when reservist enters or vacates ART status							
2.13. Process an accession TR: AFCSM 36-699, Vol 1		*					
2.14. Publicize active duty tours							
2.15. Recall to active duty, reassignment to ARPC, or discharge actions on Palace Chase obligated members TR: AFI 36-3205; HQ AFRC/DP Memorandum, dated 20 Dec 00; Guide for Management of AFRC Unit-Assigned Palace Chase Obligated Members							
2.15.1. Identify Palace Chase obligated members with 9 or more unexcused absences		*					
2.15.2. Process request for recall to active duty or reassignment to ARPC							
2.15.3. Ensure Palace Chase obligated members are not reassigned to ARPC without RSG/DPM, HQ AFPC/DPML, and HQ AFPC coordination							
2.16. Complete procedures for ARTs who lose active Reserve membership TR: AFRC 36-114							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.17. Perform quality review of Application for Extended Active Duty with United States Air Force, AF Form 125 TR: AFI 36-2008, AFI 36-2116							
2.18. Process Point Credit Accounting and Reporting System (PCARS) Actions TR: AFCSM 36-699, Vol 1, Chap 11; ARPC/DPKS PCARS Guide							
2.18.1. Add points to current R/R year		*					
2.18.2. Change type of duty		*					
2.18.3. Change dates for previous R/R date							
2.18.4. Request single AF Form 526							
2.18.5. Correct erroneous R/R date							
2.18.6. Accomplish points-only update		*					
2.19. Complete and process Ready Reserve Mobilization Income Insurance Certificate, DD Form 2746							
2.20. USAFR Individual Newcomer Treatment and Orientation (INTRO) Program TR: AFI 36-2103, AFI 36-2612							
2.20.1. Schedule newly assigned members for INTRO							
2.20.2. Maintain unit INTRO program manager appointment memos							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.21. Casualty Services (for 94 MSS, 439 MSS, 911 MSF, and 934 MSF only) TR: AFI 36-3002, Chap 6							
2.21.1. Process casualty report							
2.21.2. Prepare Casualty Assistance Summary, AF Form 58							
2.21.3. Prepare Circumstance Memo							
2.21.4. Update PDS in event of death							
2.22. Family Care Program TR: AFI 36-2908; AFCSM 36-699, Vol 1							
2.22.1. Provide non-PCIII units with automated listings of single parent and military couples with family members							
2.22.2. Update PDS							
2.22.3. Provide guidance to commanders/first sergeants							
2.23. Military personnel records management TR: AFI 36-2608							
2.23.1. Accomplish record reviews							
2.23.2. Accomplish record audits							
2.24. Manage the Promotion Enhancement Program (PEP) TR: HQ AFRC/DPM Guide, 7 Mar 95							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.24.1. Accomplish preliminary actions		*					
2.24.2. Perform quality review							
2.24.3. Administer PEP process							
2.24.4. Update PDS							
2.25. Process an Unfavorable Information File (UIF) TR: AFI 36-2907							
2.26. USAFR Enlisted Incentive Program TR: AFRCI 36-2603; AFCSM 36-699, Vol 12.26.1. Determine eligibility							
2.26.2. Perform notification procedures							
2.26.3. Process Application for Incentive Participation							
2.26.4. Accomplish termination, withholding, and reinstatement actions							
2.27. USAFR Awards & Decorations (Air Reserve Forces Meritorious Service Medal (ARFMSM), Armed Forces Reserve Medal (AFRESM)) TR: AFI 36-2803/AFRC Sup 1; AFCSM 36-699, Vol 1		*					
2.27.1. Determine eligibility and update projected eligibility date screen for ARFMSM and AFRESM							
2.27.2. Process commander denial memo for ARFMSM							



1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.28. Reserve Officer Promotions TR: AFI 36-2504; AFCSM 36-699, Vol 1							
2.28.1. In the Zone (IPZ) and Above the Zone (APZ)		*					
2.28.2. Position Vacancy (PV)							
2.28.3. Identify 2Lts eligible for promotion to 1Lt		*					
2.29.. Reserve Participation TR: AFMAN 36-8001; AFCSM 36-699, Vol 1							
2.29.1. Update unit IDT absences in PDS							
2.29.2. Update annual tour data for non-PCIII units in PDS							
2.30. Weight Management Program TR: AFRCI 40-502; AFCSM 36-699, Vol 1							
2.30.1. Update WP codes in PDS for non-PCIII units							
2.30.2. Provide procedural guidance to units							
2.30.3. Provide copy of body fat percentage charts for non-PCIII units							
2.31. Incapacitation Pay resulting from Line of Duty (LOD) Determination TR: AFI 36-2910, AFRCI 36-3004							
2.31.1. Determine eligibility							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.31.2. Establish a case file							
2.31.3. Obtain documentation							
2.32. Deserving Airmen Commissioning Program TR: AFI 36-2005		*					
2.33. Undergraduate Pilot/ Navigator Training (UPT/UNT) TR: AFRCI 36-2602; AFCSM 36-699, Vol 1							
2.33.1. Assist unit-assigned members in completing forms							
2.33.2. Process application							
2.33.3. Update PDS							
2.34. Selective Reenlistment Process TR: AFI 36-2612; AFCSM 36-699, Vol 1							
2.34.1. Conduct pre-enlistment interview							
2.34.2. Complete DD Form 4							
2.34.3. Distribute DD Form 4							
2.34.4. Process a voluntary extension							
2.35. Airman Promotion TR: AFI 36-2502; AFCSM 36-699, Vol 1							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
2.35.1. Identify airmen eligible for promotion							
2.35.2. Process Recommendation and Authorization for Promotion of Airmen as Reserve of the Air Force, AF Form 224							
2.35.3. Complete Classification/On-the-Job Training Action, AF Form 2096 for airman promotion							
2.35.4. Complete P-Series order for airman promotion							
2.36. Service dates TR: AFI 36-2604; AFCSM 36-699, Vol 1							
2.36.1. Identify and change incorrect service dates in PDS							
2.36.2. Update DIEMS, DIERF and pay date in PDS							
3. UNIT:							
3.1. Accomplish Unit Training Assembly Processing System (UTAPS) actions							
3.1.1. Monitor sign-in/sign out							
3.1.2. Produce Excused/ Unexcused Report							
3.1.3. Add and delete members							
3.1.4. Make changes to member records							
3.2 Commissary Cards							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
3.3. Retirement Flags							
4. HQ AIR FORCE RESERVE COMMAND							
4.1. Conduct external evaluation							
4.1.1. Augment NAF Staff Assistance Visits (SAV)							
4.1.2. Quality Air Force Assessments (QAFA)							
4.1.3. Field visits							
4.2. Presentations							
4.2.1. Develop							
4.2.3. Brief							
4.3. Develop directives							
4.3.1. Supplements							
4.3.2. AFIs & Manuals							
4.3.3. HOIs							
4.4. Coordinate on personnel publications							
4.5. Develop guides							

1. TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	2. CORE TASK	3. QTP	4. CERTIFICATION FOR OJT				
			Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Official
4.6. Develop annual/long range plans							
4.7. Manage personnel conferences, workshops, orientations							
4.8. Create MilMod inquiries with Discoverer							
4.9. Perform data analysis							
4.10. Create metrics for personnel processes							
4.11. Prepare administrative communications							
4.11.1. Staff Summary Sheets							
4.11.2. Point Papers							
4.11.3. Talking Papers							
4.11.4. Memorandums for record							

**Figure 1. Enlisted Career Path (AF Reserve Command)**

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training School</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Minimum 15 months OJT - Complete appropriate CDC if/when available - Sew-on SrA for award of the 5-skill level	A1C	3 years	28 months	
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service - ALS/Correspondence Course required to sew-on SSgt	<b><u>Trainer</u></b> - Must attend a formal Trainer's Course and be appointed by Commander. - Trainers must be qualified and certified on tasks to be trained.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt - Minimum 12 months OJT - Complete appropriate CDC if/when available - Advanced technical school	SSgt	4.5 years	3 years	33 Years
<b>Retrainees:</b> - 9 months OJT for 5-lvl - 12 months OJT for 7-lvl UGT	<b><u>Certifier</u></b> - SSgt with a 5 skill-level or civilian equivalent. - Attend a formal AF Training Course and be appointed by Commander. - Be a person other than the trainer (Core and Critical tasks only).			
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a SSgt or TSgt - Resident/correspondence is a prerequisite to sew-on MSgt	TSgt	8.2 years	5 years	33 Years
	MSgt	13.1 years	8 years	33 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a MSgt - Resident/correspondence is a prerequisite to sew-on SMSgt	SMSgt	18 years	11 years	33 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt	CMSgt	21.4 years	14 years	33 Years